DOCUMENT RESUME

ED 135 306 HE 008 674

AUTHOR Durham, G. Homer, Comp.
TITLE General Policies of the Utah State Board of Regents Governing the Utah System of Higher Education 1969-1976.
INSTITUTION Utah State Board of Higher Education, Salt Lake City.
PUB DATE Dec 76
NOTE 215p.
AVAILABLE FROM Utah State Board of Higher Education, 1201 University Club Building, 136 East Smith Temple, Salt Lake City, Utah 84111

EDRS PRICE MF-$0.83 HC-$11.37 Plus Postage.
DESCRIPTORS Administrative Policy; Affirmative Action; *Board of Education Policy; Budgeting; Chief Administrators; Computers; Educational Finance; Educational Television; Facilities; *Governance; Governing Boards; *Higher Education; Institutional Administration; Institutional Role; Planning; Presidents; Program Administration; *State Boards of Education; State Legislation; Statewide Planning; *Trustees
IDENTIFIERS Higher Education Act 1969 (Utah); *Utah

ABSTRACT

The general policies followed by the Utah Board of Regents are compiled by the former state commissioner of higher education. Specific actions taken with regard to academic programs and related matters at individual institutions are not included, but statutory provisions that affect board policies are noted in the text. Contents cover: the system of governance under the Utah Higher Education Act of 1969 (including board, commissioner, and chief institutional officers' roles); individual institutional roles; institutional administration; academic affairs; policies governing major academic program areas; budgeting and educational finance; planning; capital investments; computers and computer policy; educational television; affirmative action; and miscellaneous specific policy matters. Contents are indexed. (Editor/MSE)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED135306

General Policies
of the
Utah State Board of Regents
1969 - 1976

Governing the
Utah System of Higher Education

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

LB2328.U8 U8 1969

GENERAL POLICIES OF THE UTAH STATE BOARD OF REGENTS

GOVERNING THE UTAH SYSTEM OF HIGHER EDUCATION

Compiled By

G. HOMER DURHAM, Ph.D.
Commissioner of Higher Education and
Chief Executive Officer of the Board, 1969-1976

Research Professor of Political Science
University of Utah

Published by the
Office of the Commissioner of Higher Education
TERREL H. BELL, Commissioner

Salt Lake City, Utah
December, 1976

COMPILER'S INTRODUCTION

Early in my administration as chief executive officer of the State Board of Regents it became clear that a compilation of the general policies and resolutions adopted by the Board would become increasingly important. Accordingly in 1974, after five years of experience and accumulation in the Minutes of many official actions, I began the work of compilation as time permitted. Such activity was familiar to me. In 1958 I had compiled and arranged for publication the *Regulations of the Board of Regents Governing the University of Utah and the Faculty Regulations of the University of Utah,* together with their constitutional and statutory background dating from 1850. In 1961 I had produced, similarly, *The Regulations Governing Arizona State University.*

Following my resignation as Commissioner of Higher Education effective June 30, 1976, I therefore devoted the summer and autumn to completing the task and preparing the material for the press.

I was encouraged in the undertaking by Chairman George C. Hatch, members of the Board of Regents, and following his appointment, Commissioner T. H. Bell.

In the present volume, *specific* actions taken by the Board with respect to academic programs and related matters at *individual* institutions have *not* been included. These are well known to the Office of the Commissioner and to the institutions concerned. Furthermore, these matters have been tabulated each year in each *Annual Report to the Governor and Legislature.* At some point it may be desirable to provide a systematic compilation of these "role and curricular" actions. In the meantime, the urgency of compiling the *general* policies is apparent. Accordingly the present volume is confined, with minor exceptions, to the "general policies of the Utah State Board of Regents." "Regents" is used throughout, rather than "Board of Higher Education" the original designation which was changed by statute. The Higher Education Act of 1969 and the Board's bylaws bear heavily on policy-making. Accordingly, selective inclusion of statutory and bylaw provisions has been made throughout the compilation. Materials from the statutes are printed in italics for the convenience of the reader. Materials excerpted from the bylaws are reproduced in bold face type. The main body of the text consists of resolutions, actions, decisions, and policy statements of the Board, formally adopted in open meeting.

It is to be hoped that this format will be useful to all concerned.

The growing needs of the Board encouraged production of the volume in its present form and style. As such, it represents a beginning, a work book. Those who follow me can provide the more systematic, critical codification which will eventually be needed. In the meantime, to make such future codification possible it was necessary to print the volume as it stands. It, as stated, therefore represents a useful work book for the members of the Board, for the Commissioner, the

presidents, the faculty and staffs of the institutions to "mark up." As the material is reviewed and worked over by them the way will be paved for repeal and some immediate modifications. The stylized codification can follow later. To have pursued this objective by means of circulating mimeographed or xerox copies, would have been altogether too time-consuming and as expensive as the format in which the compilation now appears. The first use to which it may be put could well result in eliminating or modifying some of the decisions which now stand in the record.

Finally, compilation in the present form has historic interest. What appears represents the statutes, the bylaws, the policies and resolutions which have guided the Board during the "founding years" of the Board. It is also a record, of sorts, of my administration as Commissioner of Higher Education and chief executive officer.

It is my sincere hope that this publication will be especially useful to Commissioner T. H. Bell as he succeeds to the office which I was honored to hold for some seven years, as well as being a useful guide to all concerned in the administration and development of the Utah System of Higher Education and its splendid state universities and colleges. These institutions provide quality and excellence of service far beyond the mere financial investment made. This is because of the unusual dedication and competence which has always characterized their personnel, and, the very nature of universities and colleges.

I wish to acknowledge the excellent help of Mrs. Joyce B. Fox, Administrative Secretary to the Commissioner of Higher Education, in assisting with materials for much of this work, and for maintaining in excellent format, the records and *Minutes* of the Board of Regents.

G. Homer Durham
Research Professor of Political Science
University of Utah

Salt Lake City
December 7, 1976

FOREWORD

As Utah's second Commissioner of Higher Education, the need for the present compilation has been more than apparent to me. I have been happy to cooperate with my predecessor, Dr. G. Homer Durham, who has produced this volume for our use. I commend it to the Regents, the presidents of our nine state universities and colleges, the institutional councils, all faculties, officers, staffs of the System, and others who may be interested.

The problems faced by the Board of Regents during the first seven years of their experience, particularly as a governing board of a statewide system containing historic institutions with both deep community and statewide roots, have been impressive to me. The contents of this volume indicate the path-breaking efforts of the Regents and those who have assisted them in charting the course for the Utah System of Higher Education.

I know that this volume will be very helpful to me and I trust it will have similar utility to all others concerned. I would invite its careful use, indeed its critical use, towards the task of ultimate revision and codification to which Dr. Durham points in the compiler's introduction.

T. H. Bell, Commissioner
of Higher Education
Chief Executive Officer
Utah State Board of Regents

December 15, 1976

TABLE OF CONTENTS

Compiler's Introduction 1
Foreword 3

PART ONE
THE BOARD OF REGENTS AND
THE SYSTEM OF GOVERNANCE
UNDER THE HIGHER EDUCATION ACT OF 1969

CHAPTER I
THE BOARD OF REGENTS 13
General Statutory Provisions 13
General Provisions in the Bylaws 17
Public Statements, Policy Regarding 19
Pecuniary Interest 22
Board of Regents, An Educational Institution 23
Change of Name 23
Per Diem Payments 23
Committees and Committee-of-the-whole Procedure 24
Special Committee on Quality of Undergraduate Instruction . . . 24
Board and the "General Control and Supervision" Clause 24
Higher Education Assembly 25

CHAPTER II
THE COMMISSIONER OF HIGHER EDUCATION 27
Statutory Provisions 27
Communication to and from Member Institutions 28
The Commissioner's Office . Professional Staff Members 28
News Releases and General Information 28
Deputy Commissioner 29

CHAPTER III
PRESIDENTS: CHIEF EXECUTIVE OFFICERS FOR
SYSTEM INSTITUTIONS 31
Appointment and Responsibility 31
Communications Through the Commissioner 32
Authority of Presidents 32
Presidents' Responsibility (1) to the System (2) to the
Assigned Institution, and Legislative Relations 33
Board Consultations with Presidents 34
The Council of Presidents 35
Retirement Provisions 37

CHAPTER IV
INSTITUTIONAL ROLES 39
Statutory Provisions 39

Master Planning and Designation of Institutional Roles 39
Assigned Roles:
University of Utah 39
Utah State University 40
Weber State College 40
Southern Utah State College 40
Snow College 41
Dixie College 41
College of Eastern Utah 41
Utah Technical College at Provo 41
Utah Technical College at Salt Lake 42

CHAPTER V

INSTITUTIONAL COUNCILS AND INSTITUTIONAL ADMINISTRATION 43
The Utah State System of Higher Education 43
Institutional Councils: Statutory Provisions 43
Institutional Councils - Delegation of Authority to, By the Board . . 45
Institutional Releases 6
Commencements, Regents' Participation 46
Institutional Membership and Discipline 46
Institutional Councils' Relationships with Student Governments . . 47
Campus Speaker Policy 48
Campus Discipline, Ordinance on 49
Scheduling and Use of Campus Facilities 50
Class Schedules, Maintenance of 51
Intercollegiate Athletics 51
Research Park Reports, University of Utah 51
Utah Lectureships 51
Utah Science Education Project, Weber State College 52
Rules and Regulations Determining Residence Status 52

PART TWO
ACADEMIC AFFAIRS

CHAPTER VI

ACADEMIC AFFAIRS 59
Statutory Provisions on Roles, Curricula, Degrees and Courses of Study 59
Administrative Unit Changes 61
Community Colleges 61
Improvement of the Quality of Teaching 62
Curriculum, Roles, Programs 62
Agenda for Committee 63
Curriculum and Roles - No Consideration October-November Meetings 63

High School Counselors, Preparation of 63
Minority Awareness Inservice Program 64
Member Institutions as Official Information Centers 64
Programs and Courses Deleted During Year 65
Programs, Removal from Catalogs 65
Three-year Bachelors' Degree 67
Social Services Paraprofessional Training 67
Time-shortened Degree Programs 67
Tenure Policy, Academic Freedom and Responsibility 68

CHAPTER VII

POLICIES GOVERNING SOME MAJOR PROGRAM AREAS . 69
BUSINESS ADMINISTRATION 69
Graduate Level Programs 69
Baccalaureate Level 69
Associate Degree and Certificate Level 70
Coordination of Extension and Noncredit Program 72
COURSE NUMBERING SYSTEM, CREDITS AND MISCELLANEOUS 73
Course Numbering System and Transfer of Credit by Examination . 73
CLEP Test 74
General Education Courses, Transferability 77
CONTINUING EDUCATION 80
Policy Adopted August 2, 1973 80
Revision September 23, 1973 83
Uintah Basin 84
ENGINEERING AND ENGINEERING TECHNOLOGY . . . 85
Civil, Electrical, and Mechanical Engineering:
Research Roles 85
Industrial Technology and Engineering Technology 88
HEALTH SCIENCES 89
Health Care Clusters and Role Assignments 89
Health Care Training Program 89
Cooperative Nursing 92
TEACHER EDUCATION 95
Teacher Education and Quotas 95
Teacher Education Programs 95
Teacher Education Quotas, Continuance 100
VOCATIONAL-TECHNICAL TRAINING 10
Joint Policy Adopted December, 1970 101
Technical Colleges, Principal Role 103
Technical Colleges Governance 103
Definition of "New Programs" 105
Funds Expended for 105

Nursing, Technical Training Programs 106
Skills Centers 106

CHAPTER VIII

BUSINESS AND FINANCIAL AFFAIRS 111
General Statutory Provision 111
ACCOUNTING AND FINANCIAL CONTROLS 111
Statutory Provision 111
Accounting Manual, Adoption of 111
Accounting Manual, Annual Financial Reports of Member Institutions to be Issued in Accordance with . . . 111
Financial and Other Documents, Certification of Checks, Authorization for Issuance 112
Safety Deposit Box 113
AUDIT, INTERNAL ADMINISTRATIVE AUDIT PROGRAM . 113
Internal Audit Program 113
Internal Audit, Procedures 114
Audit Review, Budget and Finance Subcommittee 119
State Auditor's Reports - Institutional Responses 119
AUXILIARY ENTERPRISES 120
Self-Support Principle 120
Accounting 120
AUXILIARY ENTERPRISE POLICY ADOPTED APRIL 22, 1975 123
Budgeting and Costs 123
Auxiliary Enterprises Chapter, Accounting Manual 123
Bonds, Covenants and Debt Service 124
Bonds, Registration of Assigned to Institutional Councils . . . 124
BUDGETING 125
Statutory Provisions 125
Budgeting, Extended Day 126
Budgeting, Funding of New Programs 127
Budgeting, Line Items for Statewide Programs 128
Budgeting, Rehabilitation Fee Waivers 129
Budgeting, Reporting of Institutional Funds 129
Salaries and Retirement 130
Budgeting, "Soft" to "Hard" Money 130
Budgeting, Special Institutional 131
Budgeting: TIAA-CREF Retirement Contributions 131
Budget Procedure: Working Definitions 132
Over-Collections 134
Dues and Memberships of Institutions 135
Fringe Benefits Study 136
GRANTS, GIFTS, AND CONTRACTS 137
Statutory Provisions 137
Research and Grant Programs 138

REIMBURSED OVERHEAD POLICY 140
Reimbursed Overhead Policy, Resolution of April 24, 1973. . . 148
Retention of 25 percent Affirmed 150
INVESTMENTS 151
Investment Fund Accounting 151
Investment Policy 151
Reporting and Internal Control 152
LIABILITY INSURANCE 156
Liability Insurance: Motion December 19, 1972 156
Motion February 27, 1973 156
Ratification March 27, 1973 156
Binder For Wrongful Acts, April 24, 1973 157
Revisions April 30, 1974 157
Liability Insurance, Interpretation of Coverage 158
Prior Acts Binder, May 24, 1976 158
Finance Task Force 159
University Club Building Lease 159
WORK PROGRAMS 160
STUDENT LOANS 160
Statutory Provisions 160
Bank Account 161
State Student Incentive Grant Guidelines 162
Criteria 163
Institutional Allocations Based on Enrollments 163
TUITION POLICY 164
Statewide Policy Adopted March 25, 1975 (As Amended) . . . 164

CHAPTER IX

PLANNING 169
General Statutory Provision 169
Planning Steering Committee 170
Technical Advisory Committee 170
Planning Under Section 1203 170
Master Planning Documents, 1975 171

CHAPTER X

CAPITAL FACILITIES 173
General Statutory Provision 173
1971 Delegation to Institutional Councils 173
Policies and Procedures Adopted July 22, 1975 175
General Policies 175
Board of Regents 176
Institutional Councils 176
Presidents 177

Appendices: I Higher Education Act of 1969 178
II Planning and Budget Guide 179
III Procedures for Annual Appropriations Requests . . . 181
Policy Resolution, September 16, 1975 182
Recommendations to State Building Board 184
Excess Property 185
Federal Programs, State Clearinghouse 185
Policy on Presidential Residences 186
Building Constructed Without State Funds 187
Restoration of Home on Orem Campus 187
Zion Park Amphitheater 187
Report by President Losee, September 1975 188

CHAPTER XI

COMPUTERS 191
Inter-Institutional Committee 191
COMPUTER POLICY 191
Interpretation, December 19, 1972 194
Master Planning to be Coordinated by
Planning Steering Committee 195
Resolution April 22, 1975 on Master Plan 196
Computer Charges 197
Communications Network 197
Job Terminals 200
Procedures and Criteria For Additions 200
Feasibility Studies 202

CHAPTER XII

EDUCATIONAL TELEVISION 205
KUED Policy Adopted January 13, 1970 205
Contract With Mountain Microwave 207
KOET 208
KUED Lease of Microwave Equipment 208

CHAPTER XIII

AFFIRMATIVE ACTION AND OTHER MATTERS 209
Office of The Commissioner, Affirmative Action
Program Adopted February 24, 1974 209
Resolution on Administrative Rule-Making Act 214
Veterinary Medicine Contract with Kansas State University . . . 216

INDEX

INDEX 217

General Policies of the Utah State Board of Regents

PART ONE

The Board of Regents and The System of Governance under the Higher Education Act of 1969

Chapter I: The Board of Regents

Chapter II: The Commissioner of Higher Education

Chapter III: Presidents: Chief Executive Officers of the Board for System Institutions

Chapter IV: Institutional Roles

Chapter V: Institutional Councils and Institutional Administration

Chapter I

THE BOARD OF REGENTS

General Statutory Provisions

Section 1. Short title.

This act shall be known as and may be cited as the Higher Education Act of 1969.[1]

Section 2. Purpose of act — Centralized direction, master planning — Single board to govern higher education.

It is the purpose of this act to afford the people of the State of Utah a more efficient and more economical system of high quality public higher education through centralized direction and master planning providing for avoidance of unnecessary duplication within the system, for the systematic and orderly development of facilities and quality programs, for coordination and consolidation, and for systematic development of the role or roles of each institution within the system of higher education consistent with the historical heritage and tradition of each institution.

The purpose of this act is to vest in a single board the power to govern the state system of higher education and within the board's discretion to delegate certain powers to institutional councils.

Section 3. State system of higher education — Component units designated.

The state system of higher education shall consist of the state board of regents, the University of Utah, the Utah State University of Agriculture and Applied Science, Weber State College, Southern Utah State College, the College of Eastern Utah, Snow College, Dixie College, Utah Technical College at Provo, Utah Technical College at Salt Lake and such other public post high school educational institutions as the legislature may from time to time create.

[1] Constitutionality sustained January 31, 1973 in Utah Supreme Court decision *State Board of Education vs. State Board of Higher Education,* Utah 505 P.2d 1193 (1973).

Section 4. State board of Regents — Creation — Transfer of power from component institutions — State board for vocational education to control technical colleges.

There is hereby created and constituted a state board of regents which board is empowered to sve and be sued and to contract and be contracted with. The state board of regents (which, hereinafter may be referred to as "the board,") is vested with the control, management and supervision of the following institutions of higher education in a manner consistent with the policy and purpose of this act and the specific powers and responsibilities granted to it: The University of Utah, located at Salt Lake City, Salt Lake County; Utah State University of Agriculture and Applied Science, located at Logan, Cache County; Weber State College, located at Ogden, Weber County; Southern Utah State College, located at Cedar City, Iron County; Dixie College, located at St. George, Washington County; Snow College, located at Ephraim, Sanpete County; and the College of Eastern Utah, located at Price, Carbon County. Except as specifically provided by law, the board shall succeed to the powers, duties, authority and responsibilities heretofore held and exercised by the governing boards of the aforementioned institutions and by the coordinating council of higher education; and all laws pertaining to those powers and/or duties, authority and responsibilities which are not repealed, superseded or amended by this act shall apply to the board with the force and effect as they have heretofore applied to the respective governing boards of said institutions and to the coordinating council of higher education.

In order to facilitate proper coordination and direction of high school, area vocational center, and technical college vocational training programs, the Utah Technical College at Provo and the Utah Technical College at Salt Lake shall remain under the management and control of the state board for vocational education. With respect to the Utah Technical College at Provo and the Utah Technical College at Salt Lake, the state board of regents shall have jurisdiction and shall exercise the powers and responsibilities specified in sections 9, 10, 12, 13, 14 and 17 of this act; provided, that nothing herein shall affect the power and authority vested in the state board for vocational education to apply for, accept, and manage federal appropriations for the establishment and maintenance of vocational education.

Section 5. State board of Regents — Members — Appointment — Terms — Oath — Organization — Secretary — Treasurer — Bonds — Committees — Bylaws — Meetings — Quorum — Vacancies — Compensation.

*(1) The state board of regents shall consist of fifteen resident citizens of the state, who shall be appointed by the governor with the consent of the senate.**

* Amendment, Chapter 17, Laws of Utah, 1970.

Not more than eight members shall, at any time, be from one political party. In making appointments to the board, persons shall be selected from the state at large with due consideration for geographical representation.

(2) The members of the board initially appointed hereunder, shall assume their duties on the 1st day of July, 1969. Of the initial appointments to the board, the governor shall designate five appointees to serve terms expiring June 30, 1971, five appointees to serve terms expiring June 30, 1973, and five appointees to serve terms expiring June 30, 1975. Appointments to vacancies on the board occurring as the result of the expiration of the term of office of board members shall be made for six-year terms regardless of the length of the expiring terms of office. Regardless of the termination date of their term of office, all board members shall continue to hold office until their successors have been appointed and have qualified to hold the office.

(3) Each member of the board shall take the official oath of office before entering upon the duties of his office. Such oath shall be filed with the secretary of state.

(4) The board shall elect one of its members to serve as chairman and shall elect a vice-chairman to assume the duties of chairman in his absence. Both officers shall serve terms of two years and until their successors are chosen and qualified.

(5) The board shall appoint from the staff of its chief executive officer a secretary to serve at the pleasure of the board. The secretary shall be a full-time employee and receive such salary as fixed by the board. He shall be charged with the responsibility of recording and maintaining a record of all board meetings and shall perform such other duties as the board may direct.

(6) The board shall appoint a treasurer to serve at the pleasure of the board. The treasurer need not devote full time to his duties but shall expend the time and effort demanded by the board.

(7) The secretary and the treasurer each may be required to post a bond in favor of the state for the faithful discharge of their duties. These bonds must be approved by and delivered to the secretary of state. Bonds taken by the state shall be copied into the board recordbook, and in case of loss or destruction of any bond, the record shall be prima facie evidence of its contents and execution.

(8) The board shall have the authority to establish committees as it deems necessary to properly fulfill its responsibilities. These committees are to be advisory only and the powers and authority of the board shall not be delegated thereto, except as is specifically provided for in this act. All matters requiring board determination shall be presented to and deliberated upon by the board as a whole or as an executive committee of the board properly convened.

(9) The board shall enact bylaws providing for its own government which shall not be inconsistent with the constitution or the laws of this state and which are necessary and proper for the execution of the powers and duties conferred upon it by law.

(10) The board shall meet regularly on the same day of the same week of the month, as it shall determine, and when specifically called to convene, in full or executive session, by the chairman of the board, by the executive officer of the board, or by request of five members of the board.

(11) A quorum of the board necessary to conduct and transact its business shall consist of eight members.

(12) Vacancies in offices of the board occurring before the expiration of a member's full term shall be immediately filled by an appointment by the governor. The appointee shall serve for the remainder of the unexpired term, subject to confirmation by the senate at its next session.

(13) Each member of the board shall receive as compensation for his services a per diem allowance as established by the board of examiners; and each member shall be paid actual expenses incurred in attending meetings of the board or its committees or in attending to any business of the institution under and by authority of the board or its committees.

Section 16. Board succeeds to all powers and authority of governing boards of each institution.

The board shall succeed to and be vested with all the powers and authority relating to all properties, real and personal, tangible and intangible and to the control and management thereof which was held by the governing board of each institution prior to the effective date of this act.

Section 26. Existing rights, duties, obligations or liabilities duly created or matured by various governing boards not affecting.

This act shall not affect the rights, duties, obligations or liabilities that have been duly created or matured under the authority of the various governing boards, the coordinating council of higher education or by operation of law before the effective date of this act. The state board of regents shall succeed to the rights, duties, obligations and liabilities to which the various governing boards and the coordinating council of higher education would have been subject but for the enactment of this act.

General Provisions In The Bylaws

Article II — Officers of the Board (See also Stat., Sec. 5, par. 4, above).

Section 1. Chairman. The chairman shall be elected by the Board at its July meeting in each odd-numbered year and shall serve for a term of two years, or until his successor is elected and qualified. No Board member shall be eligible to serve more than two terms as chairman. The chairman shall preside at all meetings of the Board and, as directed by the Board, shall have such other duties, powers and responsibilities as are assigned to him by the Board, provided that the Board may also authorize its executive and other officers to execute such business, including contracts and other documents, as the board may from time to time authorize and direct.

Section 2. Vice-Chairman. The vice-chairman shall be elected by the Board at its July meeting in each odd-numbered year and shall serve for a term of two years or until his successor is elected and qualified. The vice-chairman shall act as chairman in the absence or disability of the chairman and shall have such other duties, powers and responsibilities as may be assigned to him by the chairman and the Board. In the event the office of chairman becomes vacant during the term for which he was elected, the vice chairman shall act as temporary chairman until the next regular meeting, at which time a new chairman shall be elected to fill the vacancy and serve the balance of the unexpired term. If the office of vice chairman is similarly vacated, the vacancy shall be filled by election at the next regular meeting.

Section 3. Secretary. The Board shall appoint from the staff of its executive officer a secretary to serve at the pleasure of the Board. The secretary shall be a full-time employee at such salary as the Board may fix. He shall be charged with the responsibility of recording and maintaining a record of all Board meetings and shall perform such other duties as the Board may direct. [Stat., Sec. 5 (5).]

Section 4. Treasurer. The Board shall appoint a treasurer to serve at the pleasure of the Board. The treasurer shall perform such duties as the Board may prescribe. [Stat., Sec. 5 (6).] The treasurer shall file a bond with the State Treasurer in such amount as the Board may deem appropriate. All checks drawn on account of the Board shall bear the signature of either the chairman, the vice-chairman, the treasurer, or such offices as may be approved

by the Board, such as the commissioner or associate commissioner when so authorized.

(Bylaws, Art. II, June 11, 1970). (Last two sentences of Section 2, added by amendment, December 20, 1973, Minutes, p. 181).

Article VI — Committees

Section 1. Enumeration and Selection. There shall be four standing committees of the Board and such other committees as the Board or the chairman may determine from time to time to be necessary or appropriate. With the exception of the Executive Committee, the members of all committees and their chairmen shall be appointed by the chairman of the Board. Each committee shall serve concurrent two-year terms with the chairman who appointed them, immediately following his election in each odd-numbered year. The Commissioner shall provide such services as might be necessary to each standing committee. The committees are:

(1) Executive Committee.

(2) Budget and Finance Committee.

(3) Curriculum, Roles, and Vocational-Technical Committee.

(4) Planning and Capital Facilities Committee.

The Budget and Finance Committee shall convene as a Committee of the Whole Board during budget hearings with the institutions on budget matters.

The charman or vice-chairman of the Board shall be an ex officio member of each standing committee when in attendance without power to vote.

Section 2. Executive Committee. The Executive Committee shall be composed of the chairman of the Board, vice-chairman of the Board, the immediate past chairman of the Board, and three members duly elected at the July meeting in each odd-numbered year, after the year 1969. The Executive Committee shall have the full authority of the Board to act during the interim between Board meetings, but shall act only upon extraordinary and emergency matters. Actions of the Executive Committee requiring Board determination shall be reported to the Board at its next meeting following such action. [Stat., Sec. 5 (8).]

Section 3. Committee Meetings. Meetings of all committees of the Board may be held upon the call of the chairman of the committee, the chairman of the Board, or at the request of the Commissioner. The Board may also meet as a committee of the whole on the call of the chairman. Notice of the time and place of every committee meeting and of the business to be acted upon shall be given to the members of the committee and the Commissioner and institutional presidents by the person calling such meeting, by mail or other personal communications.

Article VII — Quorum

Section 1. Board and Committees. A quorum of the Board necessary to conduct and transact its business shall consist of eight members of the Board. [Stat., Sec. 5 (11).] A quorum of any committee of the Board shall consist of a majority of its members. If less than a quorum are present at the time and place for any such meeting called, the Board or committee meeting may be adjourned from time to time without further notice.

Section 2. Proxy Voting. Proxy voting shall not be permitted at meetings of the Board or the meetings of its committees.

(Bylaws, Arts. VI, VII, June 17, 1970, Art. VI, Sec. 2 as amended July 22, 1975 to include the immediate past chairman on the Executive Committee.)

Article VIII

Official Pronouncements. The chairman of the Board is the only member of the Board authorized to make official pronouncements for the Board, and then as instructed by the Board. The Commissioner as executive officer of the Board is ex officio authorized to speak for the Board and the state system of higher education with respect to any policy matters that have received the approval of the Board, and on administrative matters which have been entrusted to him by law or by the Board.

(Bylaws, Art. VIII, sec. 1, June 17, 1970).

Public Statements, Policy Regarding

Mr. Huggins offered the following motion, in order to avoid misunderstanding and criticisms and conflicts in the future, that the members of the Board and its staff assume the responsibility, wherever they undertake to speak to groups with respect to higher education, to make it plain before them whether they are speaking upon the action taken by the Board or whether they are explaining their own opinions. Seconded by Mr. Maughan, the motion was unanimously adopted. (Minutes, July 27, 1971, page 17.)

Article V — Meetings

Section 1. Regular Monthly Meetings.

(a) The Board shall meet regularly on the same day of the same week of the month, as it shall determine, and when specifically called to convene, in full or executive session, by the chairman of the Board, by the executive officer of the Board, or by request of five members of the Board. [Stat., Sec. 5 (10).] Unless otherwise determined by the Board, the regular monthly meeting of the

Board shall be held on the fourth Tuesday of each month at 1:00 p.m., at its office, in Salt Lake City, or at such other place and time of day as may be determined by the Board. If such day shall be a legal holiday in the State of Utah, such meeting shall be held on the next succeeding business day, or as determined by the Board. Meetings of committees of the Board, or the Board meeting as a committee of the whole, shall be on notification given at least seven days in advance.

(b) With the exception of the Commissioner and staff, presidents of institutions or their designated alternate, the executive or legislative officers of the State, communications or representations from persons other than the foregoing, not members of the Board, shall be submitted to the Board in writing. Communications received less than fourteen days preceeding any Board meeting may be deferred by the Board to a later meeting at its discretion, or, referred by the chairman to a committee, commissioner, or other officer of the System. Persons other than members or those listed for business on the regular agenda, or their designated alternates, may address the Board while in session only on the recognition of the chairman or by consent of a quorum of members present.

Section 2. Special Meetings. The Board may be called to convene in a special meeting, in full or executive session, by the chairman of the Board, by request or call of any five members, or by the executive officer of the Board. [Stat., Sec. 5 (10).]

Section 3. Notice of Meeting. Notice of the time and place of each regular and special meeting of the Board shall be mailed by the Commissioner, or staff member directed by him, to each member of the Board and institutional president, to his last known address, at least seven days before each regular meeting, together with an agendum showing, with particularity, the nature of the business to be acted upon at such meeting. Less notice may be given in case of special or emergency meetings.

Section 4. Agenda and Order of Business. The official agenda shall constitute the principal business at regular meetings of the Board. The regular order of business at all meetings of the Board shall be:

(1) Roll Call.

(2) Action on the minutes of the preceding meeting.

(3) Report of the Commissioner of Higher Education.

(4) Reports of the Committees of the Board.
   a. Executive Committee.
   b. Budget and Finance Committee.
   c. Curriculum and Roles Committee.

d. Capital Facilities Committee.

e. Planning Committee.

f. Vocational and Technical Training Committee.

g. Other Committees.

(5) Presentation of institutional reports by heads of institutions.

(6) Communications, petitions, uncommissioned and miscellaneous.

(7) Adjournment.

Section 5. Institutional Reports, Items to be Presented. The president of each institution will transmit to the Commissioner, at least fourteen days in advance of each meeting, the items required for presentation to the Board under Item (5) in the order of business set forth in Section 4 above. The proposed items shall be listed within the following categories to serve the interests of the Board: (A) Items recommended for action; (B) Items for informational purposes.

Items for action should include:

A. 1. Proposals for new courses or changes in program.

2. Contracts, financial, and other business requiring Board approval.

B. 1. Examples of institutional report items include the following categories:

(a) Summary of personnel and staff changes approved by the president and institutional council for the period ending with the last day of the month since the last Board meeting.

(b) Summary of gifts and grants received for research, training, or other purposes for the same peiod from (1) federal, (2) other public jurisdictions, or (3) private sources.

(c) Any enrollment summaries, number of degrees conferred, planning data, or other information requested by the Board from time to time.

(d) Any items concerning the institution which, in the discretion of the president, he feels should be brought to the attention of the Board.

Section 6. Board Procedure. All matters submitted by member institutions to the Board for its approval shall be directed to the Commissioner and be referred by him to the appropriate standing committees of the Board unless the Board, by majority vote, decides to consider a particular matter initially as a committee of the whole. Items submitted to the Board by the institutions shall be placed on the agenda of the Board committees by the Commissioner or his

delegate, and the president of each institution submitting an item which is on the agenda of a Board committee shall be given notice of committee meetings in the manner provided in these bylaws.

Section 7. Recording of Votes. Any member so requesting shall have his vote recorded in the minutes, or on request of any member the vote of each member shall be recorded.

Sction 8. Executive Session. The Board may go into executive session as provided by law as set forth in Section 10 below.

Section 9. Rules. Robert's Rules of Order shall be followed in conducting all meetings of the Board, and of the meetings of the committees of the Board.

Section 10. Open and Public Meetings. The State Board of Regents, under the laws of Utah, exists to serve the public interest and govern the state system of higher education. As provided by law, "all matters requiring Board determination shall be presented to and deliberated upon by the Board as a whole or as an executive committee properly convened." [Section 5 (8), Higher Education Act of 1969.]

Meetings of the Board shall be open and public, except that the Board may meet in executive session, at its discretion, including occasions when the Board finds it necessary to discuss or determine the acquisition or disposition of real estate, or personal matters of a confidential nature; provided that all resolutions, rules, regulations, contracts, or appropriations shall be finally approved in open session.

(Bylaws, Art. V, June 17, 1970).

Article IV — Offices of The Board

Principal Office. The principal office of the State Board of Regents shall be located in Salt Lake City, State of Utah. The Board may have such other offices within the State of Utah and at member institutions as its duties may require. (Bylaws, Art. IV, sec. 1, June 17, 1970).

Article IX — Pecuniary Interest

Section 1. Board Members. No Board member shall be pecuniarily interested directly, or indirectly, in any contracts made in behalf of any institutions of higher education in the State of Utah.

(Bylaws, Art. IX, Sec. 1, June 17, 1970).

REGENTS, BOARD OF, AN EDUCATIONAL INSTITUTION

Commissioner Durham referred to a letter, dated July 31, 1974, addressed to Mr. Herbert F. Smart, Director, Department of Finance, from Mr. H. Wright Volker, Assistant Attorney General, in response to Mr. Smart's letter of July 29, 1974, in which he asked if the funds appropriated to the State Board of Regents lapse at the end of the fiscal period. The opinion held that the State Board of Regents qualified as a post-high school educational institution under the terms of the Higher Education Act of 1969, as amended in 1974, and thus qualified for exemption, under U.C.A. 63-38-8 from returning unexpended balances of appropriations to the State Treasurer at the close of the fiscal year. The opinion places the State Board of Regents in the position intended by the statute of 1969; namely, the successor to previous boards of regents and boards of trustees of the respective institutions. A copy of the opinion is filed with official papers in the Office of the Commissioner. (Minutes, September 24, 1974 pages 107-108.)

BOARD, CHANGE OF NAME

Commissioner Durham reported the action of the 1974 Budget Session and of Governor Calvin L. Rampton in signing the bill, February 11, 1974, changing the name of the State Board of Higher Education to the State Board of Regents. (Minutes, February 26, 1974, page 262.)

BOARD, PER DIEM PAYMENTS FOR AND INSTITUTIONAL COUNCIL MEMBERS

Mr. Simmons moved "that we recommend that institutional councils and the Board itself be paid a per diem for attending official meetings of the councils or the Board; travel expenses only be paid for special committee meetings, unless the Board authorizes a change. The motion was seconded by Mr. Hurren and carried unanimously." (*Minutes*, October 20, 1969, page 57.)

BOARD COMMITTEE MEETINGS, PER DIEM PAYMENTS

"Commissioner Durham noted that the Higher Education Act of 1969 authorizes per diem payments for committee meetings as well as Board meetings. Under a resolution of the Board, payment is made only for full meetings of the Board. In view of the pattern over the past year of having extensive committee meetings on some days, occasioning some expense for members in outlying parts of the State, he said the Board might wish to consider bringing the Board resolution into line with the statute.

"Mr. Holbrook offered a motion to clarify present practices in regard to per diem payments for committee meetings: that expenses incurred by Board members in performance of official duties and per diem allowances be submitted and handled pursuant to the provisions of Section 5 (13) of the Higher Educa-

tion Act of 1969, recognizing that many members may choose to accept the per diem, especially those who travel long distances, and also recognizing that the diem is on a pro rata basis for the time involved. Mr. Hurren seconded; the motion was unanimously adopted." (Minutes, October 27, 1970, page 59.)

COMMITTEES, AND COMMITTEE-OF-THE-WHOLE, PROCEDURE

Chairman Holbrook said it was decided in the Board retreat, August 1 (1973) that the Board would revert from its customary committee process and utilize as much as possible the committee-of-the-whole system to review and consider the problems of higher education. The standing committees will remain as presently enumerated. Each will have a chairman and vice chairman. Chairman Holbrook said that in amending the bylaws to accomplish the outlined policy, he would recommend that members be appointed to a particular committee, with the understanding that an executive committee of that committee, possibly the chairman and vice chairman, could function to resolve routine business. On matters that are of general concern or controversial, where the institutions and the public should have the intelligence of each Board member brought to bear on a given problem, the Board would function as a committee of the whole. He said he felt the system would save time, and Board members would have more deep satisfaction that they were performing their functions and keeping fully informed. (Minutes, August 2, 1973, pages 7-8).

UNDERGRADUATE INSTRUCTION, SPECIAL COMMITTEE ON QUALITY OF

Chairman Hatch announced the appointment of Regents Jean Overfelt, Chairman, Thomas S. Monson, and Donald B. Holbrook as a special committee to undertake a study of the quality of undergraduate education at Utah's universities and colleges. Dr. Leon R. McCarrey will provide staff support. Chairman Hatch expressed desire that student leaders have input concerning the evaluation of curriculum and quality of education. (Minutes, July 21, 1975, p. 23).

BOARD, AND THE "GENERAL CONTROL AND SUPERVISION" CLAUSE

Following a presentation by Chairman Huggins, the Board unanimously adopted the following language, pursuant to a motion offered by Chairman Huggins, seconded by Regent Maughan:

> The term "General Control and Supervision" as used in Section 8, Article X, of the Constitution of the State of Utah, is hereby construed to mean "comprehending or directed to the whole," as distinguished from any thing or power applying to or designed for a specific division or category of the state system of public education as defined by Section 2, Article X, of said Constitution, and does not include specific control or governance of any such

division or category thereof, except as otherwise specifically directed by statute.

Chairman Huggins expressed belief that adoption of this construction of the constitutional provisions would accomplish what the State Board of Regents has been empowered by statute to do and would leave untrammeled all powers which have been delegated by statute to the State Board of Education. (Minutes, September 24, 1974, page 116.)

Higher Education Assembly

"Commissioner Durham recommended that the Board approve, in principle, the plans for the Higher Education Assembly to be held March 9, 1970, as circulated to members of the Board and invited participants. A staff committee is working on conference plans, and questions and recommendations from the field have been solicited. Mr. Huggins so moved; Mr. Tanner seconded the motion, which was unanimously approved." (Minutes, January 13, 1970, page 71.)

Chapter II

THE COMMISSIONER OF HIGHER EDUCATION-CHIEF EXECUTIVE OFFICER OF THE BOARD

GENERAL STATUTORY PROVISIONS

Section 6. Commissioner of higher education — Board to select — Qualifications — Duties.

The board shall select and appoint a commissioner of higher education to serve as the chief executive officer of the board. The board shall set the salary of the commissioner and shall prescribe his duties and functions and he shall serve at the pleasure of the board. The chief executive shall be selected because of his outstanding professional qualifications. The commissioner shall be responsible to the board (a) to see that its policies and programs are properly executed, (b) to furnish information about the state of higher education and make recommendations to the board with respect thereto, (c) to provide state level leadership in all activities affecting institutions in the state system of higher education and (d) to do such other things as may be directed by the board in carrying out its duties and responsibilities under this act.

Section 7. Authority of board to appoint or hire staff — Transfer of funds and staff upon consideration of staffs of member institutions.

Upon the recommendation of its chief executive officer, the board shall appoint and hire a staff of professional and administrative personnel to serve at the pleasure of the board at such salaries, retirement provisions and other benefits and in such capacities as it may from time to time determine and direct. In the event the board transfers to the functions of its staff a staff function from one or more of the institutions in the state system of higher education, the funds theretofore budgeted by such institutions for the performance of the transferred function shall be transferred to the board. Any personnel so transferred shall retain their retirement and other benefits and seniority of tenure standing with the institution from which they were transferred.

Communications to and from member institutions

Section 2. The State Board of Regents is the governing board for the state system of higher education. In such capacity the Commissioner serves as its chief executive officer, and communications to and from the Board and member institutions shall be made through the Commissioner. (Bylaws, Art. I, sec. 2, June 17, 1970).

BOARD, MATTERS FOR CONSIDERATION BY: TO BE SUBMITTED TO THE COMMISSIONER

"Mr. (Chairman) Billings stated that as a matter of policy the Board feels that each matter which anyone wishes to have brought before the Board be submitted to the commissioner . . . before it is presented to the Board." (Minutes, August 26, 1969, page 33.)

The Commissioner's Office: Professional Staff Members

Upon the recommendation of the Commissioner as its chief executive officer, the Board shall appoint and hire a staff of professional and administrative personnel to serve at the pleasure of the Board at such salaries, retirement provisions and other benefits, and in such capacities as the Board may from time to time determine and direct. The Board may also develop arrangements for any transfers of function, personnel, or other cooperative arrangements with member institutions, for the benefit of the work of the Board and the effective performance of its duties. (See Stat., Sec. 7) (Bylaws, Art. III, sec. 4).

Section 5. The Board and Its Professional Staff. The Commissioner and such members of the professional staff of the Board of Regents as may be recommended by the Commissioner, may qualify as members of the faculties of the member institutions of the system, in accordance, in each individual case, with institutional rules. Qualifications for a specific rank, or any questions regarding participation of a Board staff member in the academic life of any member institution, shall be established and resolved in harmony with the practices and regulations of the member institution concerned. The Board's staff, professional or otherwise, shall, unless otherwise provided by the Board, operate under the same policies governing vacation, sick, and other leaves, as the faculty and staff of the University of Utah. Group insurance, retirement, and other group benefits in effect at the University of Utah may be elected by an individual member of the Board's staff with the approval of the Commissioner. (Bylaws, Art. III, sec. 5, June 17, 1970.)

The Commissioner, News Releases, and General Information

The Commissioner of higher education, as executive officer of the Board, or in his absence a designated deputy, may issue such news releases, general

information and other communications regarding administration of the system of higher education, as will serve its interests, such releases to be consistent with Board policies and practices. (Bylaws, Art. VIII, sec. 2, June 17, 1970.)

DEPUTY COMMISSIONER OF HIGHER EDUCATION

. . . on motion of Regent Huggins, seconded by Regent Holbrook, the Board unanimously approved a change in title for Dr. Leon R. McCarrey, effective July 1, 1976, as Deputy Commissioner of Higher Education. (Minutes, May 25, 1976, Page 356.)

Chapter III

PRESIDENTS: CHIEF EXECUTIVE OFFICERS FOR SYSTEM INSTITUTIONS

APPOINTMENT AND RESPONSIBILITY

Section 15. Board to appoint and hire presidents for institutions — Power to fix salary . . .

The board after consulting with the institutional council shall appoint and hire a president for each state university, state college, and state junior college, and other institutions in the state system of higher education, each to serve at the pleasure of the board and at such salary as it may determine and fix. (Stat., sec. 15, par. 1).

Presidents of member institutions are responsible to the Board. Presidents have the assistance of an institutional council or, in the case of the two technical colleges, the State Board for Vocational Education, as provided by law (Stat., Sec. 19), and such internal organs as constituted and authorized under law, by this Board from time to time (See Stat., Sec. 15), unless the Board shall reserve to itself any of the institutional powers set forth in Section 15. (Bylaws, Art. I, sec. 2(c), June 19, 1970.)

Section 3. Institutional Governance and Administration.

The presidents are responsible to the Board for the governance and administration of their respective institutions. Presidents with the assistance of their institutional councils are responsible (1) for the property, both personal and real, established at their respective insttutions as of June 30, 1969, together with such additions thereto as the Board may from time to time approve (See Stat., Sec. 16); and (2) for the education, safety and welfare, for the good of education in the state and their respective institutions, of all persons admitted and enrolled, employed, or otherwise entering their premises, under such rules and regulations as the institution shall establish. Wherever the expression

"institutional council" appears in these bylaws, it is understood that this responsibility is exercised by the State Board for Vocational Education with respect to the two technical colleges. (Bylaws, Art. III, Sec. 3, June 17, 1970).

Communications To and From Board and Member Institutions

Section 2. The State Board of Regents is the governing board for the state system of higher education. In such capacity the Commissioner serves as its chief executive officer, and communications to and from the Board and member institutions shall be made through the Commissioner.

The State Board of Regents also is the governing board of the institutions in the system. In such capacity the president of each institution serves as the chief executive officer of the Board for his institution, and shall have such duties, powers and functions as are provided in these bylaws. (Bylaws Art. I, sec. 2, June 17, 1970.)

Authority of Presidents

Section 15. Unless the board shall reserve to itself such action, the president of each institution with the approval of the institutional council:

(1) Shall appoint, hire and contract with a secretary and a treasurer for each institution, administrative officers, deans of schools or colleges, professors, associate professors, assistant professors, instructors, and other professional personnel, faculty and assistants, and shall prescribe their duties and determine their salaries.

(2) May provide for the administrative staff for each institution by appointing personnel to serve in such positions and responsibilities and for such salary as the board shall establish for that particular institution and position.

(3) May provide each institution with such other employees as are deemed necessary to the proper operation and maintenance of the administration and facilities of that institution.

(4) May provide for the constitution and organization of the faculty and administration of each institution, and enact rules and regulations for the government of the faculty and employees of that institution, which shall include the establishment of a prescribed system of tenure for each institution.

(5) May commit to the faculty of each institution, the general initiation and direction of instruction and of the examination, admission and classification of students. In recognition of the diverse nature and traditions of the various institutions governed by the board, the systems of faculty government and commitment of duties and responsibilities to faculty governments need not be identical but should be designed to further identification with and involvement in the institution's pursuit of achievement and excellence and in

fulfillment of the institution's role as established in the statewide master plan for higher education.

(6) May enact rules and regulations for administration and operation of the institution which are not inconsistent with the prescribed role established by the board, rules and regulations enacted by the board or the laws of the State of Utah. Such rules and regulations may, within the limits prescribed above, provide for administrative, faculty, student and joint committees with jurisdiction over specified institutional matters, and provide for student government and student affairs organization and provide for the establishment and publication of institutional standards involving the educational policy and programs in furtherance of the ideals of higher education fostered and subscribed to by the institution, its administration, faculty and students.

(7) May exercise such grants of power and authority as may be delegated by the board, as well as such other necessary and proper exercise of such powers and authority not specifically denied to the institution, its administration, faculty or students by the board or by law to assure the effective and efficient administration and operation of each institution, its colleges or departments provided that all delegations of authority will be exercised consistent with provisions of the statewide master plan for higher education. (Stat. Sec. 15).

PRESIDENTS' RESPONSIBILITY (1) TO THE SYSTEM, (2) TO THE ASSIGNED INSTITUTION, AND LEGISLATIVE RELATIONS

Mr. Holbrook offered a motion to adopt the following statement of policy:

In this System of Higher Education, the Presidents, as executive officers, owe a responsibility first to the system and then to a particular institution which is a part of the system. The system will function effectively and the intent of the Legislature in creating it will be fulfilled only if the Presidents support the Board's decisions, including such things as budget and finance, roles and curriculum, building priorities, etc., which, indeed, is the duty of the Presidents under the law.

The Presidents and their authorized representatives are also obligated to maintain effective informational liaison with members of the Utah Legislature, which we favor as a matter of policy. Institutional representatives should make a point to keep members of the Legislature fully informed so that they can better understand and resolve the problems and appreciate the accomplishments of the system.

For our part, each legislator on the Higher Education Planning Committee and the Budget and Audit Committee should receive notice of the Board's meetings and be invited to visit with us and participate in our deliberations.

The motion, seconded by Mr. Millett, was unanimously adopted. (Minutes, July 27, 1971, pages 6-7.)

Board Consultations With Presidents of Member Institutions

Mr. Hatch offered the following motion, in the form of a resolution, which was seconded by Mr. Millett and unanimously approved:

> RESOLVED, that to provide better communications with the nine member institutions, the agenda for the monthly committee meetings of the Utah State Board of Regents shall be revised to provide a morning period prior to the monthly public Board meeting, in which the Presidents of the member institutions may request individual preliminary review of agenda items to be submitted at the regular meeting, with the concept that the Presidents of the University of Utah, Utah State University, and Weber State College shall be heard each month and the Presidents of the other institutions at least quarterly.

(Minutes, July 27, 1971, page 5.)

The Council of Presidents

Commissioner Durham presented a special report of the Council of Presidents to the Board of Regents pursuant to the motion adopted February 24, 1976, "to prepare proposed bylaw amendments and other statements of policy to implement . . . the proposed Council of Presidents." He read the text of a four-page statement and suggested referral to a small committee of the Board for study and recommendation back to the Council of Presidents. He said the statement was submitted to the Board by the Council of Presidents in the thought that, by stating guidelines and general principles first, it would provide best guidance toward developing bylaw revisions, following review by the Board.

Chairman Hatch appointed an ad hoc committee consisting of Regents Billings, Holbrook, and Huggins, with Commissioner Durham serving as adviser, to review the draft and present a report at the July meeting. He suggested that every member of the Board review the draft and send their suggestions to the committee. A copy will be mailed to Commissioner-Designate T. H. Bell. (Minutes, May 25, 1976, pp. 333-334.)

REPORT TO THE BOARD OF REGENTS, MAY 24-25, 1976, PURSUANT TO THE MOTION ADOPTED FEBRUARY, 1976

As Revised by The Ad hoc Committee and Adopted September 21, 1976

During the February, 1976, meeting of the Board of Regents, the institutional Presidents and the Commissioner were ". . . authorized and directed to prepare

proposed bylaw amendments and other statements of policy to implement the procedure involving the function and organization of the proposed Council of Presidents. . . ."

The intention of the Board to consider bylaw revisions and implementing procedures for the Council of Presidents appears to imply the need for a review of current roles of the State Board of Regents, the Commissioner, and the Institutional Councils in order to more clearly assess the proper role and relationships of the Council of Presidents. In general, the Council of Presidents sees itself in a facilitating role designed to provide an avenue for effective dialogue in a spirit of harmony and mutual trust between the public colleges and universities in Utah. To enhance the efficiency and efficacy of the System of Higher Education, the Council should serve as an advisory panel to the Commissioner, the Board of Regents and the Presidents regarding statewide policy issues relating to the program and budgetary needs of Utah Higher Education.

Functions of the State Board of Regents

The roles of the State Board of Regents are detailed in the Higher Education Act of 1969. Within the authority given by law and consistent with the Board's internal organization and procedures, administrative responsibility for institutional operations has been delegated to the respective Presidents and Institutional Councils. In order to discharge its statutory responsibility to control, manage, and supervise the institutions within the State System of Higher Education, the Board of Regents has reserved to itself final authority to consider and act on the following matters:

(1) *Policies and Procedures.* Establishment of policies and procedures having statewide implication.

(2) *Executive Appointments.* Appointment of the Commissioner of Higher Education and the Presidents of the institutions governed by the Board and to fix their salaries.

(3) *Master Planning.* Development, maintenance, and implementation of an up-to-date master plan for the System of Higher Education, including the definition of institutional missions and roles, the determination of related operating and capital budgetary needs, and the approval of academic and vocational and technical programs.

(4) *Budget and Finance.* Approval of institutional budget proposals for recommendation to the Governor and the Legislature, proposals for adjustment of tuition and fees, and requests for approval of work programs or modifications therein.

(5) *Legislation.* Proposals for legislation, which, if enacted, may affect the role and mission of or affect the resources available to the System of Higher Education.

(6) *Governmental Relations.* Development of relationships with other entities of government, which may have an impact on higher education.

(7) *Administrative Unit and Program Approval.* Approval of the ". . . establishment of a branch, extension, center, college, professional school, division, institute, department or any new program in instruction, research or public services or any new degree or certificate. . ." at all postsecondary institutions in the Utah System. In conjunction, ". . . the board shall conduct periodic reviews of all programs of instruction, research, and public service. . . ." [1]

The Commissioner of Higher Education serves as the Chief Executive Officer of the Board and performs the following functions:

(1) *Policy Coordination.* Facilitates and coordinates the execution of all Board policies and procedures.

(2) *Leadership.* Provides state-level leadership in all activities affecting the System of Higher Education.

(3) *Master Planning.* Coordinates the master planning efforts of the System.

(4) *Public Information.* Serves as the spokesman for the System of Higher Education subject to the provisions of Article VIII of the Bylaws of the Board.

(5) *Council of Presidents.* Serves as Chairman of the Council of Presidents and reports Council deliberations and makes recommendations to the Board.

(6) *Consultation.* Provides leadership, advice and consultation as may be sought by institutional Presidents or directed by the Board.

(7) *Support Programs.* Administers approved statewide support programs, subject to applicable Board policies.

(8) *Board Agenda.* Prepares and presents the agenda for all Board meetings after consultation with the Council of Presidents.

(9) *Policy Considerations.* Identifies policy considerations, specifies the significance thereof, and makes recommendations theron to the Board.

(10) *Communications.* Directs continuous communication between the colleges and universities and between them, the State Board of Regents, the Office of the Commissioner, related to problems and issues of common interest to the System of Higher Education.

FUNCTIONS OF INSTITUTIONAL COUNCILS

Unchanged.

[1] Utah, *The Higher Education Act of 1969* (signed into law March 21, 1969), Section 13 (Published by the Office of the Commissioner of Higher Education, June 1973), p. 22.

FUNCTIONS OF INSTITUTIONAL PRESIDENTS

Unchanged, except for involvement with the Council of Presidents.

FUNCTIONS OF THE COUNCIL OF PRESIDENTS

The Council of Presidents is an advisory body to the State Board of Regents, the Commissioner, and the Presidents, composed of the individual institutional Presidents and the Commissioner who serves as Chairman. The Council has the following functions and relationships:

(1) *Policies and Procedures.* Advises the Commissioner and State Board of Regents on System policies and procedures.

(2) *Agenda.* Reviews proposed agenda for State Board of Regents meetings and counsels with the Commissioner in the preparation thereof.

(3) *Communications.* Assures continuous communication between the colleges and universities and between them, the State Board of Regents, the Office of the Commissioner, related to problems and issues of common interest to the System of Higher Education.

(4) *Program and Budget.* Counsels with the Commissioner and Regents regarding the program and budgetary needs of the System and of the individual institutions.

BYLAW REVISIONS

To be developed after the foregoing is finally revised and approved.

This is a temporary draft to be reviewed following six months' experience. (Minutes, September 21, 1976.)

* * * *

Retirement Provisions for Executive Officers of the Utah State Board of Regents

(Presidents of Institutions and Commissioners of Higher Education)

1. Presidents and Commissioners are, under law, appointed by and "serve at the pleasure of the Board at such salary as it may determine and fix."

2. The retirement date for Presidents and Commissioners shall be June 30 for all whose 65th birthdays occur on or before June 30 of the same year, provided that the Board shall retain its discretion regarding continuation of such appointments at its sole option.

3. Presidents or Commissioners may, with the approval of the Board, at their or the Board's option, after reasonable length of service, relinquish executive

posts and may be appointed to other executive posts or assume professorial or other duties in a System institution authorized by the Board, prior to the stated retirement age for faculty members at the particular System institution institution involved, and may be eligible for such appointment at a salary to be set by the appropriate body. Such appointees may continue in professorial or other capacity until the age of normal faculty retirement in the institution served. In effectuating such arrangements, consultation shall be undertaken with the President and Institutional Council of institutions involved or affected by such reassignments. Upon reaching normal retirement age for faculty members in the institution served, at its sole discretion the Board or Institutional Council, whichever is the immediate authority fixing salaries, may continue their services, for such duties at such compensation as the Board or Council may determine.

4. Chief executives retiring from executive duties, including those relinquishing posts as set forth in paragraphs 2 and 3, are to be eligible for office, part-time secretarial assistance, parking, library, travel, and faculty privileges; and participation in insurance, hospitalization, and other programs available at the institution or under Board policies as they may be eligible.

5. Under the authority conferred by law to contract and be contracted with, including but not limited to U.C.A. 53-35-1.1(2), the Board may adjust salary arrangements with appointees, and contract for the purchase of annuities or other retirement benefits.

6. The Board may grant a leave of absence for a good cause to a Commissioner or President without loss of benefits other than salary, provided that the Board may in its discretion fix the salary to apply during the interim period.

(Minutes, February 25, 1976, pages 313-316.)

Chapter IV

INSTITUTIONAL ROLES
Statutory Provisions

Section 12. Institutional roles to be established and defined by board.

Except as institutional roles are specifically assigned by the legislature, the board shall be vested with the power and authority to establish and define the roles of the various institutions of higher education under its control and management and shall prescribe the general course of study to be offered at each institution. In establishing, and defining institutional roles, the board shall consider the traditional roles which have been performed by the separate institutions. (Stat., sec. 12).

Master Planning and Designation of Institutional Roles

"Chairman Maughan moved that the Utah Master Plan for Higher Education, compiled by the Coordinating Council of Higher Education in 1968, be approved and adopted as the working master plan for the Utah State Board of Higher Education; and that the Summary of Institutional Roles submitted by Commissioner Durham under date of July 20, 1970, be approved. Said statement has been discussed with and approved by heads of institutions and is consistent with the Master Plan. Mr. Tanner seconded the motion; it was unanimously approved." (Minutes, September 11, 1970, page 49.)

ASSIGNED INSTITUTIONAL ROLES

UNIVERSITY OF UTAH (1850) Salt Lake City

Established in 1850, the University of Utah serves as a major state university, with graduate schools of Architecture, Education and Social Work, colleges of Business, Engineering, Fine Arts, Health, Humanities, Law, Medicine, the State College of Mines and Mineral Industries, Nursing, Pharmacy, Science, Social and Behavioral Science, the Graduate School, and a division of Continuing Education. The University is a primary center of university research and of

graduate and professional education in the colleges and degree programs now authorized.

UTAH STATE UNIVERSITY (1888) Logan

Utah State University is Utah's land-grant university under state legislation, Congressional enactments of 1862, 1867 and subsequent years. Utah State University is one of two major universities serving the State System of Higher Education. It includes a Division of Extension and Continuing Education and the Utah Agricultural Experiment Station under supporting federal legislation, colleges of Agriculture, Business, Education, Engineering, Family Life, Humanities-Arts-Social Sciences, Natural Resources, and Science, a School of Graduate Studies, a Summer School, a Division of International Studies and Programs. Programs of undergraduate, master's and doctoral instruction and research in these colleges as authorized receive emphasis, together with programs related to agriculture, land, water, forestry, food sciences, the development and maintenance of natural resources. Utah State University is a primary center of university research, of graduate and professional education, in the fields authorized and assigned to it.

WEBER STATE COLLEGE (1889) Ogden

Weber State College serves the System as a large four-year college near the center of state population. It offers undergraduate liberal education in the arts and sciences, authorized professional work in education, business, economics, allied health, and technology for trade-technical education, plus an active continuing education program. The technical education program provides varieties of technical and para-professional work leading to baccalaureate degrees. Weber State College serves as a valuable source of professional and graduate students for transfer to the System's universities in Logan and Salt Lake City. Weber State College is also a significant receiving institution, having the capacity to accept undergraduate transfer students from the System's two technical colleges located nearby on the Wasatch Front, as well as from the junior colleges.

SOUTHERN UTAH STATE COLLEGE (1897) Cedar City

Southern Utah State College provides an educational opportunity within the Utah System of Higher Education for those whose needs are best served in a small- to medium-size four-year college with its residential life and sense of community. The College is authorized to offer courses leading to the baccalaureate degree in the arts and sciences, in teacher education, business and technology. The College offers approved pre-professional programs, certified programs in vocational and technical subjects, and agricultural subjects approved by the Board. Opportunities exist in continuing education, also in community

service and development commensurate with its approved curriculum and resources.

SNOW COLLEGE (1888) Ephraim

Snow College affords opportunities for students at a two-year combined residential and day-student college. With Dixie College and the College of Eastern Utah, the System's two-year colleges are designed to provide pre-matriculation, general, vocational, as well as transfer options. Snow provides unusual opportunities for students who are especially interested in residential experience in a two-year college. The System's two-year colleges are intended to serve as viable, productive, two-year colleges, providing general educational, vocational opportunities and transfer options to the four-year colleges and universities.

DIXIE COLLEGE (1911) St. George

Dixie College, like its sister two-year institutions, provides general instruction in a two-year college, with transfer, pre-matriculation, general and authorized vocational opportunities. Close cooperation with and encouragement of transfers to the Southern Utah State College, within the System, is contemplated in view of the close proximity of these two institutions.

COLLEGE OF EASTERN UTAH (1937) Price

The College of Eastern Utah is a community college which provides educational opportunity of general and flexible nature, with pre-matriculation, vocational, transfer, and general completion opportunities. Situated in a city affording special cultural advantages, populated with people of high ethical and educational standards, CEU affords outstanding opportunities as a well-integrated, two-year college.

UTAH TECHNICAL COLLEGE AT PROVO (1941)

Utah Technical College at Provo emphasizes vocational, technical, and paraprofessional subjects. These are combined with authorized programs in general education, including the two-year Associate Applied Science degree. With short-courses, evening courses—credit and non-credit—the Utah Technical College at Provo provides significant educational training and employment opportunities. Transfer possibilities, especially to Weber State College with its four-year School of Technology, are open to graduates of the Technical Colleges. Through individual advisement, transfer possibilities elsewhere in the System may be arranged. The Technical College offers the vital technical training required for the conditions of modern life, combined with essential liberal and general education. Under the Higher Education Act of 1969, these institu-

tions have taken their place as significant elements of the Utah System of Higher Education.

UTAH TECHNICAL COLLEGE AT SALT LAKE (1947)

Utah Technical College at Salt Lake emphasizes vocational, technical and paraprofessional subjects. These are combined with authorized programs in general education, including the two-year Associate of Applied Science degree. With short-courses, evening courses—credit and non-credit—the Utah technical colleges provide significant educational training and employment opportunities. Transfer possibilities ,especially to Weber State College with its four-year School of Technology, are open to graduates of the Technical Colleges. Through individual advisement, transfer possibilities elsewhere in the System may be arranged. The Technical Colleges offer the vital technical training required for the conditions of modern life, combined with essential liberal and general education. Under the Higher Education Act of 1969, these institutions have taken their place as significant elements of the Utah System of Higher Education.

Chapter V

INSTITUTIONAL COUNCILS AND INSTITUTIONAL ADMINISTRATION

The State System of Higher Education

Section 1. The Utah State System of Higher Education. The Utah State System of Higher Education, established by the Higher Education Act of 1969, consists of the State Board of Regents, its officers and staff, the University of Utah, the Utah State University of Agriculture and Applied Science, Weber State College, Southern Utah State College, the College of Eastern Utah, Snow College, Dixie College, Utah Technical College at Provo, Utah Technical College at Salt Lake and such other public post-high school educational institutions as the Legislature may from time to time create. (Stat., Sec. 3.)

Section 2. Governance and Administration of the System.

(a) Member institutions, as specified by law, are governed by the Board of Regents, under law, these bylaws, and such policies, rules and regulations as the Board shall establish or authorize to be established. (Bylaws, Art. III, Secs. 1-2, June 17, 1970).

INSTITUTIONAL COUNCILS STATUTORY PROVISIONS

Section 19. Institutional council — Created for each institution — Powers and duties of councils — Membership — Appointment — Term — Oath — Organization — Bylaws — Quorum — Committees — Components.

(1) There is hereby created and constituted an institutional council for each of the institutions which are members of the state system of higher education; provided that the state board for vocational education shall continue to serve as the governing board for the Utah Technical College at Salt Lake and the Utah Technical College at Provo.

(2) In addition to the powers, duties and responsibilities assigned elsewhere in this act, each council is authorized and empowered to act in behalf

of its institution in performing such duties, responsibilities and functions as may be specifically authorized and delegated to the council by the state board of Regents, the council shall act in behalf of its institution in facilitating communication between the institution and the community, in assisting in planning, implementing and executing fund raising and development projects aimed at supplementing institutional appropriations, in perpetuating and strengthening alumni and community identification with the institution's tradition and goals, and in selecting those persons to be the recipients of honorary degrees to be granted by the institution.

(3) The membership of each council shall consist of eight persons appointed by the governor with the consent of the senate. The president of the institution's alumni association shall serve as the ninth member of the council. The president of the associated students of the institution shall serve as the tenth member of the council. The members initially appointed hereunder shall take office on the 1st day of July, 1969. Of the eight initial appointments, the governor shall designate four appointees to serve two-year terms, expiring on June 30, 1971, and four appointees to serve four-year terms, expiring on June 30, 1973. Subsequent appointments occurring at the expiration of the term of office shall be made for a full term of office. Appointments made in filling of a vacancy occurring before the expiration of the term shall be for the remainder of the unexpired term. Regardless of the termination date of the term of office, all members shall contine to hold office until their successors have been appointed and qualified.

(4) Each member of the councils created hereby shall, before entering upon the duties of his office, take the official oath of office which shall be filed with the secretary of state.

(5) Each council shall choose one of its number to serve as chairman and another of its members as vice-chairman, who shall hold office for two years and until their successors are chosen and qualified by filing their respective names with the board.

(6) Each council may enact such bylaws for its own government as it deems necessary, including provision for regular meetings of the council. Copies of the council's bylaws shall be submitted to the state board of regents.

(7) A quorum for conducting the business of each council shall consist of five members. Each council shall have the authority to establish such committees as it deems necessary to properly fulfill its responsibilities; provided, that such committees shall be advisory only. All matters requiring council determination shall be presented to and considered by the entire council.

(8) Each member of the council shall receive as compensation for his services, a per diem allowance as established by the board of examiners and each member may be paid the actual expenses incurred in attending to the

authorized business of the council when such payment is authorized and approved by the state board of regents.

INSTITUTIONAL COUNCILS—DELEGATION OF AUTHORITY TO, BY THE BOARD

Until further notice, the authority available to institutional presidents and institutional councils provided in Section 15 of the Higher Education Act of 1969 was delegated to these presidents and councils by the Board on June 30, 1969 (Minutes, June 30, 1969, page 13.)

Section 4. Institutional Councils

(a) In addition to authority delegated to presidents in Section 3 of this Article, to be exercised by them with the approval of the institutional council, each institutional council shall act in behalf of its institution in facilitating communication between the institution and the community, in assisting in planning, implementing and executing fund raising and development projects aimed at supplementing institutional appropriations, in perpetuating and strengthening alumni and community identification with the institution's tradition and goals, and in selecting those persons to be the recipients of honorary degrees to be granted by the institution. [Stat., Sec. 19 (2).]

(b) Each university and college of the system is authorized to award honorary degrees in recognition of outstanding achievement or distinctive public service, as selected for such consideration by the institutional council. [Stat., Sec. 19 (2) (6).]

(c) Each institutional council is authorized to approve all candidates for earned degrees and diplomas authorized by law and the Board of Regents, conferred by the institution. (Stat., Sec. 14.) Such candidates shall be recommended to the institutional council by the president and faculties in accordance with institutional rules, provided that no degree or diploma shall be conferred except as authorized by law and the Board of Regents. Upon approval, all degrees and certificates shall be conferred in each institution by the president thereof. The general style for conferring degrees shall be: "As authorized by law and the Utah State Board of Regents." Diplomas attesting thereto shall bear the signature of the president of the institution, the chairman of the institutional council, the chairman of the State Board of Regents, and the Commissioner of Higher Education. Non-degree certificates signifying completion of short, correspondence, or extenson courses, as authorized under law prior to June 30, 1969, may be distributed and awarded by each institution, provided that the Board may direct the termination of any such when inconsistent with the institutional role prescribed by the Board. New or additional degrees, testimonials, or programs since June 30, 1969, shall be subject to the approval of the Board.

(d) Each council may enact such bylaws for its own government as it deems necessary, provided such bylaws are not in conflict with these bylaws,

including provision for regular meetings of the council. Copies of the council's bylaws shall be submitted to the State Board of Regents. [Stat. Sec. 19 (6).]

(e) The president of each institution is responsible for submitting to the Board copies of both (1) the institutional council's bylaws for its own government, and (2) copies of the institutional rules and regulations governing the institution, to be issued by the president with the approval of the institutional council, as set forth and delegated in Section 3 (a) and 3 (d) of these bylaws above, and any other reports of institutional business required by the Board.

(f) Questions regarding the scope of institutional role and authority and operations of institutional councils under these bylaws and the Board's authority, shall be referred initially by the president of each institution to the Commissioner of Higher Education for transmittal, examination, review and necessary consideraton by the Board of Regents. (Bylaws, Art. III, Sec. 4, June 17, 1970.)

Institutional Releases. The presidents of each institution, as chief executive officers of their respective institutions, are responsible for all releases and information issued from their institutions. (Bylaws, Art. VIII, Sec. 3, June 17, 1970).

COMMENCEMENTS, REGENTS' PARTICIPATION AT

Commissioner Durham prepared a memorandum in which he urged all Board members to participate in commencement activities and recommended specific assignments for representation at each institution and brief greetings on behalf of the Board if the institution so desired. On motion of Mr. Huggins, seconded by Mr. Holbrook, it was unanimously agreed to adopt the Commissioner's recommendations for representatives of the Board and staff to be present at each of the commencement exercises in the spring of 1970, leaving the matter of greetings from a Board member to the discretion of the president." (Minutes, April 15, 1970, page 131.)

Institutional Membership and Discipline

The president, faculties, staff, students, alumni, and institutional council of each institution, when duly appointed, or admitted and qualfied, are members of their respective universities, colleges and institutions, and, with the exception of the president (who serves at the pleasure of the Board), may be suspended, removed from, or otherwise subjected to discipline in their respective categories of membership in accordance with law and the various rules and regulations governing the institutions of which they are members. Presidents, with the approval of the institutional council, are encouraged to consult with, provide and develop such arrangements for institutional government, involving appropriate particpation in institutional affars of these classes of institutional membership, as may serve the interests of each institution and

promote the good of education thereat. (Bylaws, Art. II, sec. 3(f), June 17, 1970.)

INSTITUTIONAL COUNCILS, RELATIONSHIPS WITH STUDENT GOVERNMENTS

"Mr. Tanner seconded the motion (offered by Mr. Maughan), as amended, which was approved unanimously. The text of the resolution follows:

"The State Board of Regents recommends, as determined by the respective institutions, the formation on the campuses of all post-high school educational institutions under its jurisdiction a Student Institutional Council Liaison Committee in form and substance substantially to the following effect:

"PURPOSE: The Student Institutional Council Liaison Committee shall provide a forum in which student concerns can be expressed to representatives of the Institutional Councils to the end that the Institutional Councils may familiarize themselves with and adequately represent the student viewpoint at meetings of Institutional Councils.

"MEMBERSHIP: The membership of the Student Institutional Council Liaison Committee is as follows:

1. Three members of the Institutional Council shall be selected by the Chairman of the Institutional Council, one of the three to act as chairman of the Student Institutional Council Liaison Committee.

2. The President of the university or college, or his representative; the Provost or other similar administrative officer; and the Dean of Students shall be ex officio members of the Liaison Committee. The Dean of Students may designate such other members of the staff of the Dean of Students to attend meetings of the Liaison Committee when the presence of such other members and their statements will be germane to and helpful in the discussion of matters before the Liaison Committee.

3. The Studentbody President and Vice President shall serve as ex officio members of the Liaison Committee. In addition, the Studentbody President may invite such additional students to attend meetings of the Liaison Committee when the presence of such other students and their statements will be germane to and helpful in the discussion of matters before the Liaison Committee.

"MEETINGS: The Liaison Committee shall meet at such times and places prior to each regular meeting of the Institutional Council as shall be determined by its chairman.

"RESOLUTION:

"In order to provide for communication and understanding between the students of the respective institutions of higher education and their Institutional Councils, be it resolved:

"a. It is recommended that a Student Institutional Council Liaison Committee for the foregoing general purposes be established on each campus of higher education within the State of Utah, and

"b. That the Liaison Committee be supplied with a copy of the agendum of each regular meeting of the Institutional Council, by distributing to the President of its studentbody a copy of said agendum, at such time and in the same manner as the said agendum is distributed to the members of the Institutional Council, and

"c. That each Institutional Council report to the State Board of Regents their action by the opening of the 1970 Autumn term."

(Minutes, May 20, 1970, pages 164-166.)

Campus Speaker Policy

Statement on Campus Speaker Policy

"The State Board of Higher Education [Regents] has received requests from many sources that it give consideration to establishing policy and standards for speakers on the campuses of the members of our System. To attempt to do so presents many difficult problems, not the least of which is the fact that our System encompasses a variety of institutions with a variety of roles and a variety of students and faculty in both background and interests. Yet equally applicable to all are the constitutional protection of freedom of speech and assembly and the basic principle of higher education of free inquiry. Since an academic community is part of our civilized society, rules protecting the rights of all members of the community and providing for an orderly exercise of those rights are appropriate for a college campus.

"To preserve the individuality and traditions of each of the institutions in our System, we believe that detailed rules and criteria for the appearance and performance on campus of speakers, whether sponsored by the institution itself, by organizations of students or faculty, or otherwise related to the institution, should be adopted by the president and institutional council of each institution and reported to the Board.

"However, to secure appropriate consideration of the critical factors involved, we believe that such rules as may be adopted by each institution should recognize the following principles:

"1. All persons on campus, whether administrators, faculty, students, employees, or visitors, are subject to the law. Those who violate the law while on campus are subject to prosecution, as are any other citizens. It is the obligation of each institution in the System to review and establish its own standards and rules of conduct and method of enforcement of such rules, as well as state laws, within the guidelines herein established.

"2. Establishment of fair and non-discriminatory procedures for allocation of available facilities and to insure non-interference with regularly established academic and other institutional functions. However ,such routine procedures should not be used as a device for censorship, but for orderly scheduling and adequate preparation.

"3. Students and faculty should be free to organize and to participate in voluntary associations of their own choosing, subject to reasonable regulations to insure that such associations are neither discriminatory in their treatment of other members of the academic community nor operated in a manner which substantially interferes with the rights of others. Such associations should be subject to rules applicable to all members of the institutional community forbidding acts of intimidation or disruption of the institution and other acts made illegal by general law.

"4. The law provides that all members of the institutional community are protected from censorship in their exercise of freedom of speech and assembly and, at the same time, protected from interference with a speaker's presentation of his ideas through acts of disruption. In addition to protection of their own freedom of speech, members of the academic community should be free to invite and hear any person of their own choosing, in accordance with the principles set forth in the preceding paragraphs and consequent institutional procedures. However, in selecting speakers sponsored by the institution itself, recognition should be given to the need for a fair representation of all views in the broad spectrum of thought in our pluralistic society.

"The Board reserves the right to require amendment of any rules adopted by member institutions of the State System of Higher Education, which it feels do not comport with the foregoing general principles."

(Minutes, June 17, 1970, pages 183-184.)

CAMPUS DISCIPLINE, ORDINANCE ON MAINTENANCE OF

ORDINANCE ON MAINTENANCE OF CAMPUS DISCIPLINE OF THE UNIVERSITIES AND COLLEGES OF THE UTAH SYSTEM OF HIGHER EDUCATION

1. The grounds and properties of the state universities and colleges of the Utah System of Higher Education are owned by the state through the Utah State Board of Higher Education [Regents]. The Board has assigned responsibility for the use of these facilities to the presidents and institutional councils as the immediate governing authorities of the respective institutions. Such grounds and properties are devoted to and maintained for the function of supplying

higher education for the welfare of the people, and are not places of sanctuary from campus or other legal authority.

2. The Board authorizes, empowers, and directs the respective presidents and institutional councils of the institutions to take such action as may be reasonably necessary to effectuate this ordinance, including recognition of faculty responsibility for maintenance of campus discipline and adoption of rules and regulations which shall provide:
   a. No person or persons may enter upon the grounds, buildings, roadways, or properties of the Utah System of Higher Education, nor may a person or persons there be or remain, for the purpose of or in the actual or threatened commission of any breach of the criminal laws (state or national), violent, obscene, or disorderly conduct; injury to or destruction of property; interference with lawful and authorized access, ingress, or egress; injury to person or persons; seizure or exercise or unauthorized use of any of the properties of the institution; trespass; conduct harmful, obstructive, or disruptive to, or which interferes with, the educational process, the public peace and tranquility; or the incitement, support, encouragement, aid, or abetment of any of the foregoing.
   b. Access to, enjoyment of, and presence upon or within the areas aforesaid are conditioned upon compliance with this ordinance. Persons not in compliance with it, or in violation thereof, are subject to eviction therefrom and will be denied entry to or upon such areas as the case may be.
3. Violation of institutional rules and regulations by any student, faculty, or staff member shall be grounds for institutional discipline, including admonition, warning, censure, probation, suspension, dismissal or expulsion, said discipline to be administered by institutional organs constituted for that purpose, including department and school faculties.

(Minutes, October 27, 1970, pages 61-62.)

SCHEDULING AND AUTHORIZING USE OF CAMPUS FACILITIES, GUIDELINES WITH RESPECT TO

GUIDELINES FOR INSTITUTIONS WITH RESPECT TO SCHEDULING AND AUTHORIZING USE OF CAMPUS FACILITIES

1. Authorizing and scheduling the use of their respective facilities and grounds for the work of the institution, its functions, their maintenance, and necessary use, does not impair in any way the constitutional right of individuals to petition and assemble. The right of assembly on campus facilities, whether by the public, alumni, faculty, staff, or students, is subject to the authority and responsibility of each institution to schedule the use of its facilities and in appropriate cases to require rental therefor.

2. The Board of Higher Education [Regents] finds as a matter of fact and public policy that curricular and extracurricular matters have been successfully scheduled for many years on each campus, and, that unscheduled or unauthorized uses interfere with the disciplines of learning and free inquiry. The Board, therefore, directs that each institution in its regulations shall provide convenient and appropriate means for authorizing and scheduling the use of campus facilities as it deems appropriate for such use. Unauthorized or unscheduled use of the same shall be subject to such discipline as determined by institutional regulations.

(Minutes, October 27, 1970, page 62.)

CLASS SCHEDULES, POLICY ON MAINTENANCE OF

POLICY ON MAINTENANCE OF CLASS SCHEDULES

It is the policy of the Utah State Board of Higher Education [Regents] that schedules of classes at institutions under its governance shall be maintained. Presidents and institutional councils are requested to develop appropriate rules and procedures to effectuate this policy. Any faculty member dismissing classes or failing to meet assigned schedules without institutional authorization shall be subject to loss of pay, suspension, non-renewal of their appointments, dismissal, or other appropriate discipline. (Minutes, October 27, 1970, pages 62-63.)

INSTITUTIONAL PROPERTY EXEMPT FROM TAXATION

The property of the institutions governed by the board shall be exempt from all taxes and assessments. (Stat., Sec. 18).

INTERCOLLEGIATE ATHLETICS, OPPOSE PROFESSIONALISM

Regent Maughan offered a motion that the Board go on record as opposing professionalism in intercollegiate athletics. Regent Peterson seconded and the motion was unanimously adopted. (Minutes, April 30, 1974, pages 376-377.)

RESEARCH PARK REPORTS, UNIVERSITY OF UTAH

Commissioner Durham noted that the University of Utah had been making quarterly reports concerning the Research Park. At his suggestion, Chairman Hatch offered a motion, seconded by Regent Bulloch, and unanimously adopted, to amend Board policy to require an annual, rather than quarterly, report, with the understanding that the President of the University of Utah may report at any time at his discretion. (Minutes, July 21, 1975, page 19.)

UTAH LECTURESHIPS

"Commissioner Durham proposed the establishment of the Utah Lectureships to recognize outstanding members of the faculties, and to provide useful

educational exchange under the auspices of the new Board. He recommended the awarding of three such Lectureships for 1970-71, should the Board approve the proposal.

"Mr. Stucki presented a motion that the Board adopt the recommendation of the Commissioner for the establishment of the Utah Lectureships. Mr. Tanner seconded the motion, and it was unanimously approved." (Minutes, January 13, 1970, page 72.)

Utah Science Education Project, Weber State College Fiscal Agent

Commissioner Durham announced that the National Science Foundation had awarded a grant of $796,000 to the Utah State Board of Regents, with Weber State College specified as its fiscal agent, to support a cooperative science education project involving Utah colleges and universities and industrial firms. The project's goal is the development of learning units on technical subjects for industrial employees and undergraduate science students. The National Science Foundation award will be matched by funds from industry and from the State of Utah. The project is under the direction of Dr. Ralph W. Monk of Weber State College, and involves the University of Utah, Utah State University, Weber State College, Southern Utah State College, Utah Technical College at Provo, and the College of Eastern Utah. A steering committee, composed of representatives of these institutions, has been organized.

Commissioner Durham recommended that, in order for the Board to maintain responsibility to the National Science Foundation, an informal liaison committee be established to facilitate communication with Dr. Monk and the steering committee, and, that it consist of Dr. Leon R. McCarrey, as Chairman, Dr. Terry D. Alger, and Mr. Myron R. Holbert. Regent Bulloch so moved, seconded by Regent Simmons, and the motion was unanimously adopted. (Minutes, July 21, 1975, page 20.)

RULES AND REGULATIONS FOR DETERMINING RESIDENCE STATUS IN THE UTAH SYSTEM OF HIGHER EDUCATION (ADOPTED JULY 22, 1975)

The following criteria shall be used for evaluating residence status of students at institutions in the Utah System of Higher Education:

I. ADULTS - (Married students and single students 18 years and over)

A. In order to qualify as a resident student,

1. an adult must establish by objective evidence an intent to establish a permanent domicile in Utah; and

2. an adult student who has come to Utah for the primary purpose of attending an institution of higher education must reside in Utah for at least one continuous year prior to the beginning of the academic period for which registration as a resident student is sought.

B. *Indefinite Residence*

To establish a domicile in this state, an adult must be physically present within the State of Utah and concurrently have the intent to establish a residence in Utah for an indefinite period of time — certainly longer than the anticipated duration of the planned program of higher education.

C. *Motivation*

The law presumes temporary academic motivation, and thus lack of domiciliary intent, in the case of persons who within a year after ntering Utah from out of state, enroll in an institution of higher education in this state. This presumption is reinforced if the student has applied to a Utah college or university from an out-of-state address or immediately after entering the state and the entry into the state shortly precedes or coincides with the commencement of a school term. It is the student's obligation to rebut this presumption in order to qualify for resident status. A student who clearly demonstrates that the move to Utah was not academically motivated, but was for permanent domiciliary reasons, is entitled to immediate resident status.

D. *Year's Continuous Residency*

A person who lives in the state for one year will not qualify as a resident unless the other requirements of paragraph A are satisfied. Short absences from the state, i.e., less than 30 days, will not break the running of the required one-year residence. Extended absences, i.e., longer than 30 days, especially if during such an absence the student works out of state or returns to the prior home of record for an extended duration, will break the running of the continuous year.

E. *Evidence*

An applicant for resident status must furnish evidence of personal intent to remain indefinitely by establishing significant legal and other ties or contacts within the State of Utah during the year's required residence, and by terminating reasonably terminable ties out of state. Significant ties and contacts may include, among other matters, the purchase of property; acceptance of non-temporary employment; establishment of banking relationships; qualification for Utah driver's license; registration of a motor vehicle; registration to vote; membership and participation in off-campus political, social, religious, fraternal and civic associations; marriage to a Utah resident; or the existence of

compelling non-academic reasons for coming to Utah and leaving the previous domicile, such as health needs, divorce, or offer of permanent employment. The following factors may be grounds for denying resident status:

1. Out-of-state voter registration
2. Out-of-state motor vehicle registration
3. Out-of-state driver's license
4. Out-of-state support to such an extent that the student would probably have to leave the State of Utah if that support were withheld.

F. *Capacity*

1. Foreign Students

Aliens who are present in the United States on visitor, student, or other visas which indicate that they may remain in the country only temporarily do not have the capacity to intend to reside in Utah for an indefinite period and should, therefore, be classified as non-residents. Those aliens who have immigrant or permanent resident status may qualify according to the applicable criteria for citizens.

2. Support

A student who is supported to such a degree from out-of-state sources that continuing presence in the State of Utah is contingent upon that support may be deemed to lack the capacity to establish a domicile in Utah.

II. MINORS - (Unmarried students under 18 years)

A. *Generally*

The residence of a minor is normally that of the minor's parents. A minor whose parents move to Utah to establish a permanent domicile here, and not for the primary purpose of allowing the minor to attend an institution of higher education as a resident, shall be immediately eligible to register as a resident student.

B. *Custody by Court Order*

If the custody of a minor has been granted by court order to a parent, or to a person other than a parent, the residence of the person to whom custody was assigned shall constitute the domicile of the minor, provided that custody was not granted for the purpose of obtaining Utah residence for tuition purposes.

C. *Abandoned Minor*

The residence in Utah of a person in loco parentis to an abandoned minor shall constitute the residence of the abandoned minor, if the abandonment was not for the purpose of enabling the minor to qualify for resident status.

D. *Minors Whose Parents Move From Utah*

A minor enrolled as a resident student will not lose that classification because his or her parents or guardians remove their legal residence from the state during the continuous period of the minor's higher education.

E. *Emancipated Minors*

An emancipated minor may qualify for residence under the rules applicable to a single adult. In order to establish emancipation, a minor must prove actual emancipation by his or her parents and full freedom from their support and control for at least one year. Such proof must include (1) a certified statement from the parents declaring the minor's emancipation; (2) a vertified copy of a portion of the parents' most recent federal income tax return indicating that the student was not claimed as a dependent during the previous year; and (3) a verified statement by the parents or guardian to the effect that they no longer have any claim upon the services of, and retain no further parental responsibilities with regard to, the minor. The minor must also submit evidence that he or she has been entirely self-supporting for one year.

III. MILITARY PERSONNEL, SPOUSES AND CHILDREN

Personnel of the United States armed forces assigned to active duty in Utah, their spouses and their children shall be entitled to pay resident tuition rates. Upon the termination of their duty military status, they are governed by the standards applicable to non-military persons.

IV. PROCEDURE FOR CHANGE OF RESIDENCE STATUS

A. *Initial Classification*

The institution's director of admissions shall classify all prospective students as either resident or non-resident. If the director is in doubt concerning the resident status of any applicant, the student should be classified as a non-resident.

B. *Application for Reclassification*

Every student classified as a non-resident shall retain that status until he or she is officially reclassified to resident status. If a written applica-

tion to the admissions officer for a change to resident classification is denied, the applicant shall have the right to meet with the admissions officer for the purpose of submitting additional information and having his or her application reviewed.

C. *Appeals*

A student or prospective student may appeal an adverse ruling by the admissions officer to the institution's Board of Appeals for Residency Matters, the establishment, membership, and procedures of which shall be governed by institutional regulations approved by the Institutional Council. Notice of appeal must be given in writing to the Board not later than ten (10) days following the receipt of written notification from the institution that the application for reclassification has been denied. The student must pay non-resident tuition charges until his or her status is changed to resident status by the admissions officer or Board of Appeals.

Within a reasonable time, the Board of Appeals shall grant a hearing de novo to the student applicant, and after receiving such oral and written proofs as may be presented, shall determine the status of the student applicant. A ruling favorable to the student applicant shall be retroactive to the beginning of the academic period for which (1) resident status was sought, and (2) the student applicant qualified as of the beginning of that academic period, and shall require a refund of non-resident tuition charges paid in the interim. The final decision of of Board of Appeals shall exhaust the student's administrative remedies. (Minutes, July 22, 1975, page 14, 39 ft.)

PART TWO

Academic Affairs

Chapter VI Academic Affairs

Chapter VII Policies Governing Some Major Program Areas:

A. Business Administration

B. Continuing Education

C. Engineering and Engineering Technology

D. Health Sciences

E. Teacher Education

F. Vocational and Technical Training

Chapter VI

ACADEMIC AFFAIRS

Some Statutory Provisions on Roles, Curricular Degrees, and Courses of Study

Section 8. Board responsible for continuing studies and evaluations — Master plan — Contents of master plan — Power to implement master plan — Board for vocational education, duties.

The board shall be responsible for conducting continuing studies and evaluations of the facilities, grounds, buildings, and equipment at the institutions under its jurisdiction, and to use space utilization and other studies conducted by the state building board. It shall establish and maintain an up-to-date master plan which shall include but not be limited to: (1) statewide planning of public higher education in terms of aims, purposes and objectives of the system as a whole; (2) establishing and defining the role and programs of each institution within the system; (3) establishing criteria for and determination of the future needs and requirements for new programs and new institutions and/or the elimination, curtailment, or consolidation of existing programs and facilities; (4) providing for the initiation and financing of such projects as are deemed necessary to meet and satisfy the projected patterns of growth and maintenance; (5) establishing criteria for and determination of the operating and capital budgetary needs of each institution and the system as a whole; (6) recommending the methods and sources of future financial support of the higher education system; (7) establishing procedures for the development of maximum utilization of existing facilities as suggested by space utilization studies conducted by the state building board; and (8) securing an adeqate and coordinated program for the junior colleges and the vocational, technical and para-professional in-

* This chapter does not include the numerous policy actions taken by the Board in specific programs at individual institutions but is generally confined to general policies affecting the system as a whole or affecting several institutions.

Compilation and codification of the policies governing specific programs at individual institutions constitutes an additional major project. Individual institutions and the office of The Commissioner closely monitor these specific activities which are readily available in the *Minutes*, and are summarized in each *Annual Report*.

stitutions and departments in the state system of higher education. The board shall be responsible for and is hereby empowered to do all things necessary for the effective implementation of the statewide master plan as adopted and revised by the board from time to time. The state board for vocational education shall provide vocational education staff assistance to the state board of regents in support of master planning activities required in this section as such relate to vocational technical education.

Section 12. Institutional roles to be established and defined by board.

Except as institutional roles are specifically assigned by the legislature, the board shall be vested with the power and authority to establish and define the roles of the various institutions of higher education under its control and management and shall prescribe the general course of study to be offered at each institution. In establishing, and defining institutional roles, the board shall consider the traditional roles which have been performed by the separate institutions.

Section 13. Institutions to make necessary changes in curriculum to effectuate role established by board — Changes by institutions subject to board approval — Hearings prior to change — State board for vocational education to be consulted before changes.

Pursuant to procedures and policies approved by the board and developed in consultation with each institution, each institution may make such changes in its curriculum as it may deem necessary or desirable to better effectuate the role or roles previously approved by the board; provided, that notice of such changes in the curriculum shall in all cases be promptly submitted to the board. The board shall establish procedures and policies for considering institutional proposals for substantial alterations in the scope of existing institutional operations and such changes shall not be made without prior approval of the state board.

For purposes of this subsection "a substantial alteration" shall be defined as the establishment of a branch, extension center, college, professional school, division, institute, department or any new program in instruction, research or public services or any new degree or certificate.

The board shall conduct periodic reviews of all programs of instruction, research and public service at the member institutions of the state system of higher education, including those funded by gifts, grants and contracts, and may require the modification or termination of any program. Prior to requiring modification or termination of any program, the board shall give the institution concerned adequate opportunity for a hearing before the board.

In making decisions relating to curriculum changes the board shall receive the approval of the state board for vocational education for an orderly and systematic vocational education curriculum to be established to eliminate over-

lap and duplication of course work with the high schools and area vocational centers.

Section 14. Approval of board required prior to granting degrees or testimonials by institutions — When required — Power of board to terminate.

Except as otherwise specifically provided by law, no institution, subject to this act, shall issue or award any degree or testimonial as is usually granted by universities or colleges, without first having secured the approval of the board of the adequacy of the course of work or study for which such degree or testimonial is offered and of the propriety of the particular institution in issuing or awarding that degree or testimonial with regard to its proper role within the system. Degrees or testimonials which prior to the date of this act have been approved by the governing boards of the institutions and granted by them shall not require approval of the board; provided, however, the board shall have the power to direct termination of the granting of such previously approved degrees and testimonials when the granting thereof is inconsistent with role or roles prescribed by the board for the affected institution. (See also, Sections 2, 8, 12, 22 of The Higher Education Act of 1969).

ADMINISTRATIVE UNIT CHANGES, AUTHORIZATION TO INSTITUTIONS TO EFFECT

The (Curriculum and Roles) Committee recommended that institutions within the System be permited to transfer or consolidate existing administrative units within institutions, or to eliminate such units, without formal action of the Board. No action shall be considered to be final until 45 days after report by the President to the Board of the intended change, such reports to be made at the monthly Board meetings. On motion of Chairman Hatch, seconded by Mr. Tanner, the Board unanimously adopted the Committee recommendations. (*Minutes,* September 10, 1971, pages 44-45.)

COMMUNITY COLLEGES

. . . Dr. McCarrey presented a special report of the Community College Committee . . . appointed in May, 1973 by Chairman Peter W. Billings "to consider the problems of community coleges in rural Utah." . . . The committee presented the following recommendations for Board consideration:

1. That the three community colleges—Snow College, Dixie College, and the College of Eastern Utah—be encouraged to exchange faculty among and between these three institutions.
2. That the Curriculum, Roles, and Vocational-Technical Training Committee be requested to define the role of the three community colleges in the area of continuing education.

3. That the Planning Committee, as previously requested, review the study of recruitment practices prepared by the Office of the Commissioner for the Curriculum, Roles, and Vocational-Technical Training Committee as soon as possible, so that policies and guidelines in the area of recruitment can be adopted by the Board.

4. That the Chairman of the State Board of Regents communicate to the Legislative Study Committee on Governance that the Community College Committee and presidents of the three community colleges strongly feel that all post-secondary education should be governed by the State Board of Regents, including the area vocational centers; and

5. That the Board's Committee on Long-Range Planning and Institutional and Board Relations be encouraged to further develop lines of communication with institutional councils, so that proper understanding and clear delineation of responsibilities are fully clarified and understood.

On motion offered by Mr. Bulloch, seconded by Mr. Stucki, the Board unanimously adopted the committee recommendations.

(*Minutes,* November 27, 1973, pages 156-157.)

COMMUNITY AND TECHNICAL COLLEGES, IMPROVEMENT OF THE QUALITY OF TEACHING

Commissioner Durham recommended a procedure whereby he and Associate Commissioner McCarrey will meet frequently with the five presidents of the community and technical colleges, and, from those meetings, prepare an agenda for the Community and Technical Colleges Committee. The first such meeting was held yesterday, and one special item was reported to Chairman Harward. The five presidents approved a proposal to convene an annual September meeting, to be called the Utah Two-Year Conference for Improving the Quality of Teaching, the first session proposed to be held at Utah Technical College at Salt Lake on September 17, 1976. Chairman Harward offered a motion to approve the procedure and plan for the meeting, as outlined in a document prepared by Dr. McCarrey and distributed to all present. Regent Peterson seconded and the motion was unanimously adopted. (Minutes, December 16, 1975, pages 200-201.)

CURRICULUM, ROLES, PROGRAMS

It is proposed that program proposal studies be distributed one month in advance of the Board meeting at which they will be discussed and acted upon. Thus, materials distributed today will be on the agenda of the October Board meeting, which will allow one full month for study. In addition, a single sheet listing the basic policy issues relating to the program proposals will be distributed

one month in advance of action. It is understood that emergency measures may be acted upon. The presidents of member institutions expressed support of the proposal. On motion of Mr. Huggins, seconded by Mr. Billings, the Board unanimously approved the new procedure. (*Minutes*, September 25, 1973, page 43.)

CURRICULUM, ROLES, AND VOCATIONAL-TECHNICAL TRAINING COMMITTEE - AGENDA

Regent Pappas offered a motion to advise the Office of the Commissioner to construct the agenda of the Curriculum and Roles Committee of the Whole, Monday afternoons, to consider (a) items affecting System institutions in the vocational-technical field; (b) educational roles and curricular matters affecting other programs as distinguished from the vocational-technical. Regent Buttars seconded and the motion was unanimously adopted. (*Minutes*, February 26, 1974, pages 264-265.)

CURRICULUM AND ROLES, NO CONSIDERATION OCTOBER-NOVEMBER MEETINGS

Chairman Overfelt proposed that in future years the Curriculum and Roles Committee should not consider program proposals during the months of October and November, in view of the heavy agenda, involving the entire Board, in connection with the annual budget hearings and adoption of budget recommendations. Rather, the Committee agenda could be accelerated in the July and September meetings, as necessary. Emergency items, of course, would be considered. Chairman Overfelt advised Presidents to anticipate such a procedure, beginning in 1975. (*Minutes*, November 25, 1974, page 171.)

HIGH SCHOOL COUNSELORS, PREPARATION OF

Chairman Maughan recommended, and offered a motion to direct the Commissioner to arrange a meeting with the State Department of Public Instruction, for the purpose of discussing general academic deficiencies of students entering institutions of higher learning, in an attempt to determine remedies therefor. The motion, seconded by Mr. Bulloch, was unanimously approved.

"Chairman Maughan recommended, and offered a motion to direct the Commissioner to convene a committee with representation from the two state universities, Weber State College, the Technical College at Provo, the Technical College at Salt Lake, and the Commissioner's Office. The primary responsibility of this committee would be to assess the college training programs for high school counselors at Utah State University and the University of Utah to ascertain if these preparation programs give proper emphasis to vocational understandings and insights. If the committee identifies deficiencies in present preparation programs, it is recommended that a report of the findings be pre-

sented to the Curriculum and Roles Committee. Mr. Stucki offered an amendment to include representation from the junior colleges, which Mr. Maughan accepted. The motion, seconded by Mrs. Overfelt, was unanimously adopted." (*Minutes,* September 11, 1970, pages 51-52.)

MINORITY AWARENESS INSERVICE PROGRAM

Dr. McCarrey reported that he had been requested by Governor Rampton to develop a minority awareness inservice program and had organized an ad hoc steering committee, of which he is chairman, with representation from Chicanos teaching in the higher education community.

Mr. Holbrook moved to authorize Dr. McCarrey to participate and be an active member in this awareness program. The motion was seconded by Mr. Monson and unanimously adopted.

(*Minutes,* September 26, 1972, pages 35, 36.)

OFFICIAL INFORMATION CENTER, USE OF EACH MEMBER INSTITUTION AS

On motion of Chairman Hatch, seconded by Mr. Maughan, the Board unanimously adopted the following policy with regard to the use of each member institution as an official information center for the Utah System of Higher Education:

> The Board authorizes each member institution, and the Continuing Education Centers in Roosevelt and Moab maintained by Utah State University, as official information centers for the Utah System of Higher Education.
>
> The purpose of such designation is to afford every citizen of the State convenient access to official information concerning the academic programs, services and offerings available under the auspices of the State Board of Higher Education.
>
> This service can be rendered with little, if any, additional expense.
>
> The registrar's office in each institution will be designated as the official information office. These offices already contain copies of the catalogs of each member institution (and a great many others) and are geared to the daily work of answering many telephone inquiries from the public as well as constant inquiries on campus from students, faculty members, staff and visitors.
>
> In addition to the present institutional catalogs each institution shall supply copies of its descriptive literature and information bulletins, class schedules, etc., to the other registrar's offices of the System, adding same to the regular mailing and distribution lists already in use if such offices are not now including therein. In addition, the Office of the Commissioner will supply

regularly to each registrar's office materials originating in the Board of Regents and official communications from the Board of Regents.

(*Minutes*, April 24, 1973, pages 204-205.)

Programs and Courses Added or Deleted at Each Institution During the Fiscal Year

Chairman Maughan offered a motion to instruct the Commissioner to inform the intitutions further and, where necessary, to formalize procedures pursuant to Section 13 of the Higher Education Act of 1969, which states: "Pursuant to procedures and policies approved by the Board and developed in consultation with each institution, each institution may make such changes in its curriculum as it may deem necessary or desirable to better effectuate the role or roles previously approved by the Board; *provided*, that notice of such changes in the curriculum shall in all cases be promptly submitted to the Board. The Board shall establish procedures and policies for considering institutional proposals for substantial alternations in the scope of existing institutional operations and such changes shall not be made without prior approval of the State Board." Chairman Maughan said the Committee, in recommending such a motion, specifically desired to reaffirm the policy of requiring all institutions to submit annually to the Commissioner's Office, for the Board, a listing of courses added or deleted during the fiscal year, in partial satisfaction of the requirements of Section 13. The motion, duly seconded, was unanimously adopted. (*Minutes*, November 24, 1970, pages 86-87.)

Programs, Discontinuance of and Annual Reports

Since there is a concern about the maintenance of quality, and with the seeming proliferation of programs and no cutbacks, Chairman Overfelt proposed a motion to require the institutions to submit a yearly report reflecting de-emphasis or discontinuance of ongoing programs, thus reflecting sources of funding for new programs within the institutions. Regent Peterson seconded and the motion was adopted unanimously. (*Minutes*, September 24, 1974, p. 110; amended, *Minutes*, April 22, 1975, p. 416.)

Programs Not Offered for Two Years or More, Removal From Catalogs

On motion of Chairman Maughan, seconded by Mr. Tanner, the Board unanimously approved the following Committee recommendations:

1. That *all programs* which are presently listed in institutional bulletins and/or catalogs and which *have not* been offered during the past two years (academic years 1969-70 and 1970-71) be removed from all documents before the printing of the 1971-72 annual institutional catalog.

2. A list of those programs to be discontinued should be submitted to the Commissioner's office by January 15, 1971.

3. All programs removed from catalogs and bulletins because of the two-year "no offer clause," would be subject to the same Board approval as any new program.

(*Minutes*, December 22, 1970, pages 99-100.)

PROGRAMS NOT OFFERED FOR TWO YEARS OR MORE, REMOVAL FROM CATALOGS

Chairman Maughan offered a motion to exclude certain programs, which have not been offered during the past two years, from the 1971-72 institutional catalogs. If these programs are again developed at the colleges and universities within the System, they should be submitted as new programs to the Commissioner's Office. Mrs. Overfelt seconded the motion and the Board unanimously approved the discontinuance of the following programs:

University of Utah

Associate Degrees in:

1. Recreational Leadership
2. Health Education
3. Physical Education
4. Radio and TV Speech
5. Surveying
6. Arts and Crafts
7. Dance
8. Music
9. Theatre

Major in:

Aerospace Studies and Naval Science

Master of Arts Degrees:

1. Geological and Geophysical Sciences
2. Health Education
3. Recreation
4. Physical Education
5. Meteorology
6. Theatre
7. Special Education

Master of Philosophy:

Educational Psychology

Master of Science:

1. Music
2. Mineralogy

Southern Utah State College

Diploma in Licensed Practical Nursing (LPN)

Dixie College

Associate Degrees and Certificates:

1. Anthropology
2. Archeology
3. Buildings and Grounds Technology
4. Food Service Technology
5. German
6. Nursing (LPN)

Weber State College

Dental Assisting Associate Degree

(*Minutes,* March 23, 1971, pages 165-166.)

THREE-YEAR BACHELOR'S DEGREE

Chairman Maughan moved to instruct the Commissioner and staff of Academic Affairs to secure information from all available sources concerning new developments in the area of three-year bachelor's programs and curricular studies. Mr. Tanner seconded; the motion was unanimously approved. (*Minutes,* February 23, 1971, page 145.)

SOCIAL SERVICES, PARAPROFESSIONAL TRAINING STUDY

Regent Monson offered a motion that the present [Paraprofessional Advisory] committee be reorganized and asked to bring forth required additional material concerning training programs for paraprofessionals in social services in Utah, with a time frame of six months. The committee is to be chaired by Dr. Leon R. McCarrey. Regent Buttars seconded and the motion was unanimously adopted. (*Minutes,* July 21, 1975, page 5.)

TIME-SHORTENED DEGREE PROGRAMS

Recognizing differences betwen institutions and departments, Chairman Hatch offered a motion to approve the following resolution rather than to issue a blanket directive concerning shortening the time to the baccalaureate degree. The motion was seconded by Mr. Tanner and unanimously adopted.

> RESOLVED, that all state institutions of higher education experiment with and encourage innovative off-campus work study, on-the-job training, individual guided study programs, all offering appropriate academic credit acceptable toward bachelor degree requirements. Such programs can contribute both toward better career training and more efficient use of campus facilities.

Chairman Hatch noted that rather than mandating a fixed term of on-campus study, the resolution was designed to give the Board's directive and en-

couragement to develop programs that would utilize off-campus training programs.

(*Minutes,* July 18, 1972, pages 11-12.)

Tenure Policy

The State Board of Regents, December 20, 1973, adopted a statement of policy on "Academic Freedom, Professional Responsibility, and Tenure in the Utah System of Higher Education," as printed in a document bearing that title, published by the Office of the Commissioner of Higher Education in February, 1974 (17 pages). Recognizing that the institutions comprising the System vary greatly in size, traditions, faculty backgrounds and interests, the Board elected not to impose a uniform code upon all institutions. Rather, it chose to provide policy guidelines for use by each institution in developing its own statement for adoption by its respective Institutional Council and action by the Board of Regents on or before its July 1974 meetings.

(*Minutes,* December 20, 1973, pages 173-179.)

Academic Freedom, Professional Responsbility, and Tenure

(See separate statement of policy adopted December 20, 1973 and published February, 1974.)

On motion of Chairman Maughan, seconded by Regent Plowman, the Board unanimously adopted the following statement:

> It is the recommendation of the State Board of Regents that quotas not be imposed. In lieu of a quota system, each president shall, by various means at his disposal, develop a rigorous annual review procedure for all non-tenured faculty members.
>
> Each president within the System shall prepare and file for adoption with the respective institutional councils, with a copy to the Board, a five-year plan showing how they propose to limit the number of faculty members awarded tenure.
>
> Institutions within the System shall also submit to their respective institutional councils, with a copy to the State Board of Regents, an annual report revealing the number of faculty members eligible for tenure and the numbers awarded tenure.

(*Minutes,* December 16, 1974, page 207.)

Chapter VII

POLICIES GOVERNING SOME MAJOR PROGRAM AREAS

Business Administration

Graduate Level Programs. On motion of Mr. Tanner, seconded by Mr. Bulloch, the Board unanimously adopted the following recommendations concerning business programs at the graduate level:

A. The University of Utah shall have an exclusive role, without time limitation, for future development of doctoral degrees in business administration for the State of Utah.

B. Utah State University shall have an exclusive role option in doctoral work in Business Education within the framework of the Doctorate of Education vested in the College of Education, and, the College of Business at the University of Utah should not initiate programs at any degree level in Business Education or Distributive Education. (As amended April 25, 1972.)

C. Existing Master of Business Administration (M.B.A.) programs at the University of Utah and Utah State University are approved, subject to review, with no time limit on the Utah State University/Weber State College program in the Ogden area. Chairman Billings requested a report from Utah State University on the program in the Ogden area, which was accepted as an amendment to the motion of Mr. Tanner.
The Board also requested a report from the University of Utah College of Business on faculty workload in the college, and faculty effort in connection with teaching M.B.A. courses off campus.

Baccalaureate Level Programs. On motion of Chairman Hatch, seconded by Mr. Tanner, the Board unanimously approved Item D below.

D. The baccalaureate level programs at the University of Utah, Utah State University and Weber State College shall continue as they are presently constituted.

E. Southern Utah State College shall offer baccalaureate degrees in Business Education, Business Administration, and Accounting only. Southern Utah State College shall restrict the following subject areas which roughly comprise the baccalaureate in Business Administration as follows: Economics, 30-36 quarter hours; Marketing, 20-30 quarter hours; Finance, 20-30 quarter hours; and Management, 20-30 quarter hours of course offerings. Associate Commissioner McCarrey shall contact the deans of the business colleges at the University of Utah, Utah State University, and Brigham Young University and secure statements indicating that the graduates from the School of Business and Technology at Southern Utah State College will not be penalized by denying them entrance to graduate school. Programs in office or general administration shall not be developed at Southern Utah State College. The field of data processing shall support programs in Accounting and Business Administration but shall not be expanded beyond this capability. (As amended April 25, 1972, *Minutes*, pages 191-193.)

Accreditation. Chairman Hatch offered a motion to approve Item F, below, which was seconded by Mr. Tanner and unanimously approved.

F. The University of Utah shall maintain their program strength as indicated by the accreditation of their baccalaureate and master's curricula by the American Association of Collegiate Schools of Business, Inc. (AACSB), even though they are currently questioning the relevance of accreditation at this stage of their development. Utah State University shall strive for AACSB accreditation of their baccalaureate degree business programs. Weber State College should similarly attempt to receive AACSB accreditation for their baccalaureate business programs. Southern Utah State College shall continue as an assembly member of AACSB.

The ad hoc committee recommended that Utah State University should also strive for AACSB accreditation of their master's degree business programs. Action on this point was deferred to the April meeting.

Associate Degree and Certificate Level Programs. On motion of Chairman Hatch, seconded by Mr. Tanner, the Board unanimously approved the Committee recommendations to approve Items G, H and K and to request such specific action as recommended on Items I and J.

G. The University of Utah shall not offer Associate of Science, Associate of Arts, or Associate of Applied Science diplomas (two-year) in business.

H. Data processing shall remain as a supporting field for business programs at Snow College, Dixie College and the College of Eastern Utah. These programs shall not be expanded beyond this supporting role.

I. The ad hoc committee urged that the State Board of Regents examine curricular offering in business at Dixie College and the College of Eastern Utah to determine if they are all necessary, can be justified in terms of enrollment and/or local need, and are adequately staffed. The Board requested Presidents Ferron C. Losee and Dean M. McDonald to make such a review of their business courses and to report to the Curriculum and Roles Committee.)

J. The ad hoc committee recommended that Snow College, Dixie College and the College of Eastern Utah be assigned primary roles in pre-matriculation and general education, and primary roles *limited* to meet present geographical needs in vocational-technical fields. The Board deferred action on Item J pending reports from the three institutions, at the May meeting, as to what areas they can develop and the cost of such programs in vocational-technical education.)

K. The primary role of the two-year technical colleges shall be to develop terminal one- and two-year vocational business programs; they shall have only a limited role to prepare students to transfer to other institutions; and they, together with other institutions offering terminal courses in business, shall make every effort possible *in writing and counseling* to inform students of the difference between terminal and transfer courses.

Credit Hours Allowed in Accounting, Shorthand and Typewriting. Chairman Hatch offered a motion, seconded by Mrs. Overfelt, to approve the following recommendations pertaining to accounting, shorthand and typewriting curricula at the Utah institutions of higher education. The intent is not to be construed as a recommendation to increase course offerings or create new programs in accounting, shorthand or typewriting to the maximum allowable credit. Rather, the intent is to discourage curricular expansion in these subject areas. The University of Utah College of Business does not presently offer courses in shorthand and typewriting and shall not develop them. The motion was approved unanimously.

L. Credit hours allowed in accounting, shorthand and typewriting:

1. *Accounting*

a. No credit shall be allowed in any institution for accounting laboratories.

b. All schools shall be limited to a maximum of 12 quarter hours of credit for the first year's work in accounting.

c. All schools shall be limited to a maximum of 12 quarter hours of credit for the second year of accounting.

d. All two-year institutions shall be limited to 32 credit hours of accounting, including 8 optional intermediate hours in addition to the above 24 hours, plus a non-transferable secretarial course, if such a course is desired.

2. *Shorthand*

Those institutions which presently have programs shall be limited to a maximum of 20 credit hours.

3. *Typewriting*

Those schools which presently have programs shall be limited to a maximum of 15 credit hours.

Transfer of Credits. On motion of Chairman Hatch, seconded by Mrs. Overfelt, the Board unanimously approved Item M and tabled Item N.

M. The objective of the Utah System of Higher Education shall be to develop comparable similarly numbered lower-division courses in business that could be transferred freely between the institutions.

N. In view of Item M above, Item N was tabled. Item N, as recommended by the ad hoc committee, read: "It is recommended that all comparable courses which are lower division at the four-year colleges and universities should be transferable from the two-year colleges within the Utah System. However, it is recommended that comparably titled courses which are upper division at the four-year colleges should not be transferable as upper division credit from the two-year colleges.")

Note: Please see "Advisory Committee," below. Items M and N, together with O, P and R, were later referred to the committee authorized thereunder.

Coordination of Extension and Noncredit Business Programs. The recommendations of the ad hoc committee in Items O, P and R were referred to the committee authorized under the heading "Advisory Committee," below. They are listed for purposes of clarification. Item Q was eliminated.

(O. It is recommended that the University of Utah provide executive and management training seminars, short courses, or similar programs, *primarily* for the top level management of large institutions. Utah State University, Weber State College and Southern Utah State College will direct their attention *primarily* to middle management, and the two-year colleges *primarily* to lower level management. The foremost objective of this recommendation is to minimize duplication and direct competition among the institutions in the area of executive development.)

(P. The ad hoc committee desired to go on record as requesting Dr. McCarrey to investigate, analyze and discuss the competition among the

divisions of continuing education and with other programs on their own campuses.)

(Q. It is recommended that one of the major roles of the schools of business and divisions within the Utah System be assistance to other on-campus programs in the general area of administration. Expansion of teaching in the general area of "administration" ought to be discouraged in other academic units of the state institutions; e.g., medicine, engineering and law.) Eliminated.

(R. It is recommended that a study be made of research bureaus to determine duplication or overlap; furthermore, if business research or consulting programs are offered by one institution in the regional area of another college or university, it is recommended that the two institutions shall agree in advance on financial arrangements and compensation to the resident school in order to avoid infringement of budgeted operations.)

Advisory Committee. Chairman Hatch offered a motion to establish an ad hoc advisory committee in business, comprised of representatives from the business schools and business leaders, to be chaired by a member of the Office of the Commissioner; and to refer Items M, N, O, P and R to the special ad hoc committee with instructions to report back their recommendations to the Curriculum and Roles Committee, within six months, for final action. Mrs. Overfelt seconded the motion and it was unanimously approved.

(*Minutes,* March 28, 1972, pages 155-160.)

COURSE NUMBERING SYSTEM, CREDITS AND MISCELLANEOUS

Course Numbering System and Transfer of Credit By Examination

"Mr. Maughan reported there has been considerable work done on this matter, under the direction of Dr. McCarrey, . . . (who) then gave a brief explanation of proposals . . . a uniform numbering system for all institutions, which should be reflected in the 1971-72 catalogs. In general education, where courses are similar in content, the motion is that a uniform numbering system in general education subjects be reflected in the 1971-72 catalogs.

"Regarding special examinations, a maximum of 25 credit hours of foreign language credit be allowed by special examination at the universities and four-year colleges, these credits to be transferable between all institutions in the System; that a maximum of 15 credit hours in foreign language be allowed by special examination at the three two-year colleges, again to be transferable to all schools within the System; that in the Advanced Placement Examination there be allowed 12 hours per course, with a maximum of ten courses available to be allowed by special examination, and the credits, if transferable, should be with an appropriate grade of 3, 4 or 5. These again would be transferable within the

State System. Under the College Level Examination Program, a maximum of 48 hours would be allowed at all institutions in the Utah System of Higher Education, to be transferable within the System. Dr. McCarrey suggested that credit be given in those areas where the scaled score received, based on national norms, is at the 35th, or higher, percentile level. In addition, he recommended that appropriate representatives from all institutions meet with representatives of the State Board of Higher Education office to prepare a list of courses that could apply at sister institutions toward a major in another institution.

"Mr. Tanner offered a motion that the Board adopt the recommendations of the Curriculum and Roles Committee relating to the course numbering system and to the special examinations for credit, and its recommendations for further study of transferability of credits and of courses which will apply toward a major. Mr. Bulloch seconded the motion, which was unanimously approved." (*Minutes,* February 18, 1970, pages 90-92.)

CREDIT BY EXAMINATION, CLEP TEST

On motion of Regent Maughan, seconded by Regent Pappas, the Board unanimously adopted the following policy statement:

The Utah State Board of Regents reaffirms its policy to accept as valid the concept of credit by examination without equivalent previous college course work.

Because of the variety of testing programs, the domain of individual departments and of general education, and the need for appropriate articulation agreements among institutions of the state, the following specific policies are proposed:

I. Examinations which replace *specific course work*

A. *Departmentally devised examinations*

Each department should determine which of its offerings may be challenged by examination; and should construct, administer, and evaluate appropriate examinations upon the request of students.

B. *Standardized examinations from sources outside the State System*

CLEP subject examinations are currently available. These are designed to be equivalent to specific college courses, and as such must be evaluated by individual departments to determine validity, appropriateness, and the levels of cutting scores which are acceptable. Other acceptable standardized exams should be incorporated as they become available and are approved by the departments concerned.

Individual departments should consult with equivalent departments at sister institutions to establish consistant and acceptable application of these instruments throughout the state.

II. *Advanced Placement Examinations*

Policies for the awarding of credit for Advanced Placement have been determined by a statewide committee with representatives of both college and high school personnel. The standards suggested are that scores of 3, 4, or 5 receive 12 hours of credit, and that a score of 2 be evaluated by the department to determine what, if any, credits should be awarded. A score of 1 should receive no credit.

III. *Examination for Credit in General Areas*

The CLEP General Examinations are related to General Education programs in much the same way that Subject Examinations are related to departmental majors. Credit should be awarded for satisfactory performance in the following CLEP General Examination areas:

	Hours
A. Biological Science (Sub-score of Natural Science)	10
B. Physical Science (Sub-score of Natural Science)	10
C. Humanities	10
D. Social Sciences - History	10
E. English	6
Total	46

Satisfactory performance shall be defined as:

A score of 450 would allow 3 credit hours, 475 would allow 6 credit hours, and 500 would allow 10 credit hours in the four (4) basic General Education areas—Biological Science, Physical Science,[1] Humanities, and Social Sciences. A score of 500 would allow 6 credit hours in English composition.

A student who receives 46 credits on the CLEP General Examinations shall have completed 46 hours of transfer credits to meet the General Education requirements of the institution attended.

VI. Amount of credit to be allowed:

The 46 hour maximum shall be adhered to for credit on the CLEP General Examinations, but no limit shall be placed on credit earned on departmentally devised or standardized subject area examinations, except as restricted by the institution.

[1] The sub-scores on two parts of the Physical Science test should be 45, 47, and 50, instead of 450, 475, and 500.

Standards Reviewed by the Committee

Standard A		*Standard B*		*Standard C*	
Score	*Credit*	*Score*	*Credit*	*Score*	*Credit*
450	3	450	3	450	4
500	9	475	6	500	8
		500	6	550	12
Max. Credit 45		Max. Credit 45		Max. Credit 48	

Each standard is within the range recommended by the participants in the Delphi study that was conducted. The following advantages and disadvantages of each standard were carefully reviewed by the committee and were presented by Dr. McCarrey for consideration by the Regents:

Standard A - Considerations

1. Credit for each area is independent of performance on other tests.
2. Total number of credits reduced for each examination and for the total battery (48 to 45 hours).
3. Only two credit levels are specified with a big jump in credit hours awarded with a score of 500.
4. It appears that the least amount of credit would be awarded under this system.
5. A score of 500 would be required to meet the English requirements at all institutions.

Standard B - Considerations

1. Credit for each area is independent of performance on other tests.
2. Total number of credits reduced for each examination and for the total battery (48 to 45 hours).
3. Intermediate step in credit levels.
4. Slightly less demanding than Standard A.
5. A score of 475 would be required to meet the English requirements at institutions requiring 4 or 6 credit hours; 500 required at institutions requiring 9 credits.

Standard C - Considerations

1. At the upper score level credit awarded may be dependent on performance on other tests.
2. Maximum credit awarded remains at 48 hours.
3. Allows more credit for AP-CLEP combinations.
4. It appears that the most credit hours would be awarded by this standard.

5. 450 meets English requirement at institutions requiring 4 credits.
500 meets English requirement at institutions requiring 5-8 credits.
550 meets English requirement at institutions requiring 9 credits.

CLEP Credit Awarded on Current Standards
At Utah State University and University of Utah
And Proposed Statewide Standards
For a Random Sample of 200 CLEP Scores

	USU Current	*U of U Current*	*Proposed*
English	1845	360	702
Humanities	1746	1244	1357
Social Studies	1920	1508	1478
Biological Science	2307	1912	1847
Physical Science	2463	2112	1973
Total	10281	7136	7357

Credit on USU and U of U current standards will actually be less than that recorded here because of the interaction of 12 cr. per. test and 48 cr. per. battery. An estimate of the total credit awarded is 9489 at USU, 6740 at U of U.
(*Minutes,* July 23, 1974, pages 13-15.)

GENERAL EDUCATION COURSES, TRANSFERABILITY OF

"1. It is recommended that the Associate of Science or Associate of Arts degree awarded at any institution within the State System of Higher Education be accepted in lieu of additional General Education courses. A student transferring with an Associate of Science or an Associate of Arts degree would not be required to complete any additional lower or upper division General Education requirements." The recommendation was approved on motion of Mr. Maughan, seconded by Mr. Stucki. (*Minutes,* September 11, 1970, pages 49-50.)

GENERAL EDUCATION COURSES, TRANSFERABILITY OF

Chairman Maughan moved adoption of the Committee recommendation that all general education courses in the Humanities, Social Sciences, Physical Sciences and Life Sciences be identified with the following prefixes:

SS - Social Sciences
LS - Life Sciences
PS - Physical Sciences
Hu - Humanities;

and that any courses completed at a sister institution(s) with the above listed prefixes be acceptable as course credit toward the filling of specific area general

education requirements at any other institutions within the State System of Higher Education. Mr. Tanner seconded; the motion was unanimously approved.

The Committee recommended that a specified list of courses be given common numbers; these new numbers would be reflected in the 1971-72 institutional catalogs. Dr. McCarrey was authorized by the Board to work out the specifics with member institutions in the System. On motion of Mr. Maughan, seconded by Mr. Pappas, the Committee recommendations were unanimously approved. (*Minutes,* October 27, 1970, pages 67-68; see also *Minutes,* September 11, 1970, pages 49-50.)

GENERAL EDUCATION COURSES, TRANSFERABILITY OF - INCLUSION OF TECHNICAL COLLEGES IN GENERAL EDUCATION UNIFORM COURSE NUMBERING SYSTEM

Chairman Maughan offered a motion to amend pages 49-50 of the Board minutes of September 11, 1970, to delete the following sentence in Paragraph 2 under the section *Transferability of General Education Courses:* "This recommendation does not presently apply to the Utah Technical Colleges at Salt Lake City and Provo." Deletion of the sentence would include the Utah Technical Colleges at Salt Lake City and Provo in use of a prefix for general education at these schools and would permit transferability of general courses at the Technical Colleges to other institutions in the Utah System of Higher Education. Mrs. Overfelt seconded the motion and it was unanimously approved. (*Minutes,* February 23, 1971, page 144. See, also, *Minutes,* September 11, 1970, page 49; *Minutes,* October 27, 1970, pages 67-68.)

GENERAL EDUCATION COURSES, TRANSFERABILITY OF; NEW NUMBERING SYSTEM; AND SPECIAL EXAMINATIONS - BRIGHAM YOUNG UNIVERSITY AND WESTMINSTER COLLEGE

Chairman Maughan offered a motion, seconded by Mrs. Overfelt, to instruct the Commissioner of Higher Education to contact Brigham Young University and Westminster College for the purpose of encouraging them to adopt the new course numbering system, designated general education courses, and credits by special examination (college level examination placement, foreign language, and advanced placement) that were recently adopted by the State Board of Higher Education. If both institutions were to adopt these recommendations, it would greatly assist students wishing to transfer to other institutions within the State. The motion was unanimously approved. (*Minutes,* February 23, 1971, pages 144-145. See, also, *Minutes,* September 11, 1970, page 49; *Minutes,* October 27, 1970, pages 67-68.)

Transfer of Credits from Stevens Henager and LDS Business Colleges to System Institutions

Chairman Hatch recommended approval of the report of an ad hoc advisory committee that reviewed the transferability of credits, in the following areas, from Stevens Henager and LDS Business Colleges to institutions in the Utah System of Higher Education: Elementary Accounting, Principles of Marketing, Principles of Management, Business Law, Economics, and Typing and Shorthand.

Any student from either of these accredited schools may present his credits to the College of Business and receive direct transfer credit for the above-listed elementary courses without completing a competitive examination.

This is to be accomplished in the following manner:

Upon completion of the three intermediate accounting courses and with an earned grade of "C" or beter, an individual can receive credit for Elementary Accounting.

Upon completion of advanced upper division courses in the Department of Marketing, such as retailing, advertising, etc., and with the completion grade of "C" or better, a student can receive credit for Principles of Marketing.

Upon completion of management courses, such as advanced management, and with the completion grade of "C" or better, credit would be earned for Principles of Management.

Completion of advanced business law courses with a "C" grade or better would permit credit for Elementary Business Law.

The option to take an examination would still be available for those students desiring it.

The ad hoc committee recommended that the plan be implemented during Fall Quarter of the 1973 academic year.

It further recommended that a closer liaison be developed between the various Colleges of Business within the System and Stevens Henager and LDS Business Colleges. The recommendation was based on the understanding that the public business colleges would assist the private institutions in the further development of faculties, subjects to be taught, textbook selections, etc.

(*Minutes*, May 29, 1973, pp. 235-237.)

Continuing Education

CONTINUING EDUCATION, POLICY ADOPTED AUGUST 2, 1973

Chairman Hatch presented a report of the *Community Service/Continuing* Education Ad Hoc Advisory Committee:

General Observations and Recommendations
For Continuing Education
Utah System of Higher Education

The following general observations and recommendations were agreed upon by members of the Community Service/Continuing Education Ad Hoc Advisory Committee and are presented for Board consideration:

1. Organization for continuing education information centers should be coordinated with the Governor's eight Regional Planning Districts.

2. Exclusive role assignments where given by the Utah State Board of Regents, including Cooperative Extension assignment at Utah State University, will be recognized statewide with no restrictions.

3. It is recommended that all of the two-year institutions—Snow, Dixie, College of Eastern Utah, Utah Technical College/Provo, and Utah Technical College/Salt Lake—be assigned a role in continuing education. The breadth and scope of this role is yet to be determined.

4. Sister institutions agree to use faculty members from the local institution, if faculty members are qualified to teach a particular course(s), rather than bringing their faculty to teach the course(s). For example, if Utah State University is requested to teach a course in the Governor's Multi-County Planning District V, where qualified they would use faculty members from Snow College instead of requiring faculty members to travel from Logan to teach the course.

5. Whenever practical, it is recommended that institutions within the Utah System of Higher Education utilize existing facilities of institutions within the multi-county district where courses are being taught.

6. It is recommended that the proposed arrangement for continuing education be carefully reviewed after it has been in operation for two years (1975-76).

Proposed Arrangements for Continuing Education in Utah

It is recommended that the Utah State Board of Regents:

1. Establish a "protected (or local)[1] area" for each institution wherein the institution would have first refusal rights for any courses and/or programs in its official catalog, as follows:

College of Eastern Utah	Price
Dixie College	St. George
Snow College	Ephraim
Southern Utah State College	Cedar City
The University of Utah	Salt Lake City
Utah State University	Logan
Utah Technical College/Provo	Provo
Utah Technical College/Salt Lake	Salt Lake
Weber State College	Ogden

WHAT IT IS

The immediate area surrounding an institution in which there is afforded some protection from competition of other State System institutions in its community service/continuing education program; i.e., first-refusal rights to offer in the protected area any courses and/or programs authorized and listed in the institution's official catalog.

A mandate to institutions outside the protected area to refrain from offering courses and/or programs in the protected institution's official catalog without first checking with that institution and determining that the local institution has elected not to offer what an outside institution proposes.

WHAT IT IS NOT

Not a license to the local institution to exclude other institutions from coming into the protected area to offer courses and/or programs that are not listed in the local institution's official catalog.

2. Establish an "Informational Center" in each of the Governor's eight Regional Planning Districts to provide a central location where information can be assembled regarding continuing education courses and programs offered by all institutions within the Utah System of Higher Education. (Hopefully, this can be expanded to include all public school adult education and community school courses.) The responsibility of the "host" institution will be to assemble and provide a publication of the course and program offerings.

[1] Dr. McCarrey was asked to review with the Ad Hoc Committee for Community Services and Continuing Education the possibility of extending the local or protected area to include the county in which the institution is located. See Minutes of September, 1973 Board meeting.

Assignments are to be as follows:

District	*Counties*	*"Host" Institution*	*Office Location*
1	Cache, Rich, Box Elder	USU	Logan
2	Weber, Davis, Morgan	WSC	Ogden
3	Salt Lake, Tooele	U of U	Salt Lake
4	Utah, Wasatch, Summit	UTC/P	Provo
5	Juab, Sanpete, Millard, Sevier, Piute, Wayne	Snow	Ephraim
6	Beaver, Iron, Garfield, Washington, Kane	SUSC	Cedar City
7	Duchesne, Daggett, Uintah	USU	Roosevelt
8	Carbon, Emery, Grand, San Juan	CEU	Price

WHAT IT IS

A host institution,[2] acting in behalf of the Utah System of Higher Education, would serve in an assigned multi-county area(s) as an information dissemination office to sister institutions within the State System of Higher Education.

WHAT IT IS NOT

Not a license to the host institution to run Community Service/Continuing Education in the area—host institution does not become Community Service/Continuing Education czar, but the institution assigned to provide data concerning CSCE activities in the Multi-County Planning District.[3]

[2] Continuing education office, or if no such office exists, as in the situation at Dixie College, the secretary assigned by the president of the host institution to perform this function. See also, policy adopts April 24, 1973 on Registrar's offices as official information centers for the system.

[3] *Basic Charge or Function of an Information Role*: To cumulate, then publish and distribute on a quarterly basis, a listing of all higher education (and, hopefully, the public school adult education and community school) offerings in the multi-county district it is designated to host. As a means to this end, each institution will: (1) work with all institutions interested in serving in the district to establish a jointly satisfactory timetable for development of published joint listing of programs and services for the upcoming year; (2) in accordance with the deadline indicated in such a timetable, indicate which courses and/or programs sister institutions propose to offer during the period in question . . . then collect notices, tabulate the proposed offerings on a community-by-community basis . . . and distribute proposed offering list to the Commissioner's Office for distribution to institutions within the State System of Higher Education; and (3) in accordance with deadlines indicated in the adopted timetable, for informational purposes only, provide a list of all courses and/or programs to be offered in the multi-county district(s) during a given period.

Not a license to call the assigned area "our territory" in the sense that sister institutions are beholden to the host institution other than providing information.

Statement on Continuing Education Programs—
Utah State University, Snow College, College of Eastern Utah

3. It is recommended that close relationships be developed in Region V between Utah State University and Snow College, and in Region VII between Utah State University and the College of Eastern Utah. The purpose of this relationship is to better coordinate continuing education between Utah State University and the Moab Center and Snow College and the Utah State University Extension Service. It appears that utilization of staffs through joint appointments can facilitate economies of travel, provide greater depth in the faculties and programs at community colleges, and be mutually advantageous to all institutions.

   It is further recommended that Southern Utah State College and Dixie College meet prior to September 1, 1973, to ascertain how better coordination might be developed in Region VI. This report should be submitted to the Commissioner's Office by September 10, 1973.

   A final report by Dr. Leon R. McCarrey, chairman of the ad hoc advisory committee to review Continuing Education and Community Service, will be ready for presentation at the September, 1973 Board meeting.

Committee Recommendations for Region VII—Uintah Basin

4. It is recommended that the role for continuing education in the Uintah Basin be assigned to Utah State University, and not to the College of Eastern Utah.

The Committee recommendations were adopted, on motion of Chairman Hatch, seconded by Mr. Maughan.

(*Minutes*, August 2, 1973, pages 19-25.)

CONTINUING EDUCATION, REVISION OF SEPTEMBER 23, 1973

Dr. McCarrey reported that the Community Service/Continuing Education Ad Hoc Committee had adopted the following recommendations for Board consideration:

1. That the "protected area" concept be abandoned and that the Board rely on the information centers as mechanism to provide data for the avoidance of unnecessary overlap and duplication. This approach should be reviewed after a two-year period.

2. That the Office of the Commissioner contact the State Board of Education to request that information regarding Community School programs and activities be submitted to the Office of the Commissioner for inclusion in the quarterly report of continuing education activities in the State.

3. That the University of Utah, Utah State University, Weber State College, and Southern Utah State College explore the possibility of jointly offering continuing education courses for in-service teachers with the option for the student to select that institution from which credit could be granted.

4. That the Board authorize an in-depth study of the feasibility of appropriations for programs for the non-typical student (i.e., career oriented, in-service, and cultural enrichment programs); and that, after completion of the study, a recommendation be submitted to the Legislature.

On motion of Mr. Billings, seconded by Mr. Monson, the Board unanimously approved the recommendations of the ad hoc committee.

(*Minutes*, September 25, 1973, page 46.)

CONTINUING EDUCATION, UINTAH BASIN

Mr. Hatch offered a motion to accept the recommendations of the special committee, which was seconded by Mr. Bulloch and unanimously adopted:

1. That the Uintah Basin Center for Continuing Education, now administered by Utah State University, and the Uintah Basin Area Vocational Center, now administered by the State Board for Vocational Education, should be combined into a single complex under one administration and one facility.

2. That the people in the Uintah Basin should stand firmly in favor of Utah State University administering a continuing education center over changing to an independent community college, because the continuing education center affords the advantage of upper division and graduate credts not available at a two-year college.

3. That the combined center be under the administration of Utah State University, as opposed to the State Board for Vocational Education.

4. The continuation of a local advisory board for the new institution to be created in Roosevelt.

(*Minutes*, September 25, 1973, pages 48-49.)

Engineering and Engineering Technology

Civil, Electrical, and Mechanical Engineering: Research Roles

To avoid duplication in engineering programs and research efforts at the University of Utah and Utah State University, the following roles for primary research efforts are approved. There are often significant opportunities for inter-institutional cooperation. The university having the primary role assignment is expected to give such cooperation priority over any expansion of existing staff and facilities.

Utah State University

I. CIVIL ENGINEERING

A. *Water Engineering*
The use and management of water resources, including policies, plans and procedures for optimum development and utilization of the water supply; and the irrigation and drainage of irrigated land.

B. *Materials*
Specialize in concrete properties, new uses; cement research and aggregate research.

C. *Water Quality, Pollution, and Waste Management*
The study of engineering systems to alter or upgrade the supply of water available for beneficial use. Study and research in solid wastes, and environmental sanitation.

D. *Soil Mechanics*
Specialize in research of chemical and ionic effects on clays and agricultural applications.

University of Utah

I. CIVIL ENGINEERING

A. *Traffic and Transportation*
Highway systems, including planning, design, and development.

B. *Materials*
Specialize in highway and polymeric materials and their properties.

C. *Applied Mechanics*
Basic mechanics research, including mechanics of solids. Bioengineering related to humans. Fracture mechanics, adhesives, solid propellants, acoustic instability, holography of deformable solids, viscoelastic media; rock mechanics.

D. *Soil Mechanics*
Specialize in highway materials.

E. *Biomedical Studies*

F. *Air Pollution*
See Board recommendations for Atmospheric Science.

G. *Radiation Hazard Control*

E. *Structural Mechanics*
Soil structure interaction (semi-flexible structures). Application of biomechanics associated with animals. Mechanics aspects of food engineering and production and synthesis and analysis of agricultural machinery for production and processing. Analytical support for environmental programs in other USU departments.

F. *Air Pollution*
See Board recommendations for Atmospheric Science.

The following areas (largely undergraduate) are considered necessary to the civil engineering programs at both universities: Hydraulics, highways, design, mechanics, fluids, soil mechanics, and structural design and theory.

Utah State University

II. ELECTRICAL ENGINEERING

A. *Instrumentation and Electronic Systems*
Associated with plants and animals, weather modification, water resources, aeronomy, and ecological systems.

B. *Aeronomy*
Chemical and physical processes of the atmosphere, including auroras, radio blackout, and instrumentation.

C. *Electromagnetics*
Specialize in antenna analysis and design, optical radiation, interferometry and photometry.

University of Utah

II. ELECTRICAL ENGINEERING

A. *Instrumentation and Electronic Systems* (Medical studies associated with humans).

B. *Electrical Power*
Generation, transmission, and distribution of electrical power.

C. *Missiles*
Analysis and evaluation of missile systems.

D. *Microwave Devices and Phenomena*
Instrumentation and theory.

E. *Solid State Plasmas*

F. *Integrated Circuit Fabrication*

D. *Information Communication and Control Systems*
Specialize in information transmission and manipulation, computer-aided modeling and optimization.

E. *Atmospheric Plasmas*

G. *Crystal Growth*

H. *Ground Transportation*
Urban traffic.

Basic work and courses in the following areas are considered necessary to the electrical engineering programs at both universities: Circuits, electronics, fields, communications, electronic devices, operation research, systems analysis, and computers.

Utah State University

III. MECHANICAL ENGINEERING

A. *Thermal Sciences*
Analysis, design, modeling, and testing of thermal systems, including thermal (not nuclear) aspects of reactors. Application to agriculturally related systems and processes, including food processing or engineering; management and salvage of agricultural wastes. Aspects of non-renewable fossil fuels impacting on land management, water management and ecology. Renewable fuels, particularly those produced by photosynthesis, including forest, agricultural and animal wastes. Utilization of natural phenomena, particularly solar energy, i.e., photosynthesis. Thermal aspects of bio-engineering associated with plants and non-humans. Environmental sensins and

University of Utah

III. MECHANICAL ENGINEERING

A. *Thermal Sciences*
Systems for transforming heat into power, including steam power plants, automotive engines, rocket motors, nuclear systems, and magneto-hydrodynamic process. Geothermal systems. Basic research in thermal science. Research on solid propellants, supersonic injection, engine cycles and emissions, acoustic instability. Bio-engineering related to humans.

B. *Mechanics*
Basic mechanics research, including mechanics of solids. Bioengineering related to humans. Fracture mechanics, adhesives, solid propellants, acoustic instability, holography of deformable solids, visco-elastic media, rock mechanics.

interpretation and analytical support for environmental programs in other USU units and departments.

B. *Mechanics*
Soil structure interaction (semi-flexible structures). Application of biomechanics associated with animals. Mechanics aspects of food engineering and production and processing. Analytical support for environmental programs in other USU departments.

C. *Nuclear*
Bioengineering associated with radioactive isotopes in animal and plant systems. Thermal analysis (not nuclear) of reactors.

D. *Manufacturing Engineering*

C. *Nuclear*
Research in nuclear engineering, neutron detectors, radiochemistry and activation, nuclear reactors.

D. *Industrial Engineering*

(*Minutes,* July 23, 1974, pages 30-34.)

INDUSTRIAL TECHNOLOGY AND ENGINEERING TECHNOLOGY, BACCALAUREATE LEVEL

The Office of the Commissioner recommended and the Board concurred that those items for which there was joint agreement between the reports of the Engineering Ad Hoc Advisory Committee and of Dr. Archie Higdon, technology consultant, pertaining to industrial and engineering technology programs, should be adopted. These are:

1. No baccalaureate degree programs in industrial or engineering technology should be initiated at the University of Utah.

2. No new baccalaureate degree programs appear needed at the present time or in the foreseeable future. If and when such programs are justified by demonstrable need and student support, the engineering technology programs should be initiated only at Weber State College. Weber State College is assigned an exclusive role for the development of any new engineering technology programs that the Regents might approve in the future.

Health Sciences

Health Care Clusters and Role Assignments

The Committee recommended consolidation of all health care training programs into six separate clusters and sixteen sub-clusters to facilitate analysis, administrative consideration, and eventual role assignments. They are (I) Advanced Health Care, (II) Direct Patient Care, (III) Rehabilitative Care, (IV) Environmental Services, (V) Administrative Services, and (VI) Diagnostic Services. Chairman Hatch offered a motion, as a matter of Board policy, to specify that as the Board proceeds with role assignments in health care training programs, it consider them in the six clusters and sixteen sub-clusters as listed and as detailed in Table 2, pages 8-10, of the Health Care Training Programs Ad Hoc Committee report. Mr Bulloch seconded and the motion was unanimously approved.

Because of the urgency of meeting manpower needs in the health care occupations, the Ad Hoc Committee recommended, and Mr. Hatch offered as a motion, that the roles presently carried out in health care occupations be reaffirmed by the Board. If an institution is not presently offering the programs listed therein, however, it does not necessarily preclude them. Mr. Bulloch seconded the motion and it was unanimously approved.

(*Minutes,* January 25, 1972, page 114.)

Health Care Training Programs

Health Care Occupational Subdivisions - Assignment of Primary Roles. Chairman Hatch offered a motion, seconded by Mr. Maughan, to assign *primary* program roles to particular institutions according to sixteen occupational subdivisions as outlined below:

Occupational Subdivision 1 Postdoctoral Program in Related Fields	University of Utah
Occupational Subdivision 2 Doctoral and Masters Degrees in Medicine	University of Utah
Occupational Subdivision 3 Physician Extension and Substitute Programs	University of Utah
Occupational Subdivision 4 Baccalaureate Nursing and Graduate Nursing	University of Utah

Occupational Subdivision 5	
Technical Nursing Services	Weber State College
Occupational Subdivision 6	
Nursing Support Services	Utah Technical College/Salt Lake
Occupational Subdivision 7	
Respiratory Care Services	Weber State College
Occupational Subdivision 8	
Dental Auxiliary Services	Weber State College
Occupational Subdivision 9	
Social Services	Utah Technical College/Salt Lake
Occupational Subdivision 10	
Therapeutic Services	University of Utah
Occupational Subdivision 11	
Community Services	University of Utah
Occupational Subdivision 12	
Dietetic Services	Utah State University
Occupational Subdivision 13	
Baccalaureate Degree Public Health	Utah State University
Occupational Subdivision 14	
Patient Data Services	Weber State College
Occupational Subdivision 15	
Management Services	Weber State College
Occupational Subdivision 16	
Diagnostic Technician	Weber State College

Chairman Hatch emphasized that the assignment of primary roles (as defined in the report of the Ad Hoc Committee on Health Care Training Programs in the Utah System of Higher Education, a copy of which is filed in the Office of the Commissioner) in the sixteen subdivisions to particular institutions would not affect any present course offerings in that area at another institution. The motion was unanimously approved.

President Emery noted that the Federal Government is supportive of health care programs and that every effort should be made to obtain Federal financing. Chairman Hatch said each new program request submitted by an institution must include cost data and source of funding.

In answer to inquiry by President Sorensen concerning the assignment of the primary role for Occupational Subdivision 8, Dental Auxiliary Services, to Weber State College when Utah Technical College at Provo is presently the only institution offering such a program, Chairman Hatch explained that the Utah State Dental Association had requested that it be assigned to a four-year college, and that the program presently at Provo (and possibly new courses

if submitted to the Board and approved) had been approved for continuation at the January 25, 1972 Board meeting.

Health Care Occupational Subdivisions - Assignment of Exclusive Roles to University of Utah. Chairman Hatch moved that the following occupational subdivisions (both present and new programs) to the *exclusive* role assignment of the University of Utah:

Occupational Subdivision 1
Postdoctoral Programs in Health Related Fields

Occupational Subdivision 2
Doctoral and Masters Degrees in Medicine

Occupational Subdivision 3
Physician Extension and Substitute Programs

Occupational Subdivision 4
Baccalaureate Nursing and Graduate Nursing

Duly seconded, the motion was unanimously approved.

Four Coordinating Committees. Chairman Hatch offered a motion to authorize the appointment of four coordinating committees in the clusters, as assigned to the respective institutions, relating to allied health: (a) Direct Patient Care, (b) Rehabilitative Care, (c) Administrative Services, (d) Diagnostic Services; consisting of representatives of the institutions involved in these programs according to Figure 1 of the report, under the direction of the institution having the cluster assignment; with duties as follows:

1. Provide an ongoing analysis of the occupational structure in the health care field as it relates to patterns of program articulation and occupational mobility.
2. Maintain an inventory of educational resources that support health care training programs; i.e., faculty strengths, equipment holdings, laboratory space, clinical facilities.
3. Develop plans for possible cooperative programs.

The motion was seconded by Mr. Pappas and was unanimously approved.

Advisory Planning Committee. The Committee recommended appointment of an Advisory Planning Committee to review total health care needs, statewide, and make recommendations to the Committee and the Board as to needs, finances, and priorities in health care training programs, with membership including the following:

1. Chairmen from the four cluster coordinating committees:
   a. Direct Patient Care - Weber State College
   b. Rehabilitative Care - University of Utah

c. Administrative Services - Weber State College

d. Diagnostic Services - Weber State College

2. Representatives from the two remaining health occupations clusters:*
   a. Advanced Health Care - University of Utah
   b. Environmental Services - Utah State University

3. The State Director of Public Health

4. The Vice President for Health Services or the Dean of the Medical School at the University of Utah.

The Advisory Planning Committee would be chaired by the Associate Commissioner and Director of Academic Affairs.

On motion of Chairman Hatch, seconded by Mr. Tanner, the Board unanimously approved the Committee recommendations, stated above, to authorize appointment of an Advisory Planning Committee.

President Emery offered the services of the Vice President for Research at the University of Utah to advise and assist the Advisory Planning Committee on procurement of Federal and foundation financing of health care training programs.

President Sorensen suggested involvement of the users of the programs such as the Utah State Medical Association, hospital representatives, Utah State Dental Association, etc. Chairman Hatch noted that each institution, at the program level, has such persons serving on advisory committees, whose expertise is available for assistance in planning programs.

Chairman Hatch clarified that, as a matter of policy, the line of direct relationship between the Board and member institutions will be maintained. Institutions wanting to initiate programs in health care will continue to apply directly to the Board, and evaluation and approval of programs will continue to be the sole prerogative of the Board of Regents. The committee structure is advisory in coordinating programs and weighing their priorities.

(*Minutes*, February 22, 1972, pages 135-139.)

COOPERATIVE NURSING

Chairman Hatch offered a motion to approve a cooperative Weber State College/Southern Utah State College-Dixie College nursing program to serve Southwestern Utah. Both Southern Utah State College and Dixie College requested integrated Lincensed Practical Nurse (LPN) and Associate Degree Nurse (RN) programs. Mr. Stucki seconded the motion, which was unanimously adopted.

* No chairmen designated because presently all programming in these areas is located at the University of Utah and Utah State University.

Approval of the cooperative nursing program is based on the following recommendations:

1. The cooperative nursing program be an integrated program utilizing the ladder concept, allowing enrollees who complete the first four quarters of training to sit for the LPN licensing examinations and exit into the job market if they desire. Those qualified could continue for an additional three quarters and qualify to take the AD licensing examinations, then begin practicing as a registered nurse (RN).
2. The cooperative program utilize a curriculum similar in design to the integrated LPN-AD nursing curriculum which is to be instituted at Weber State College this fall.
3. A staff member from the Weber State College nursing program be granted a two-year leave of absence to direct the planning and aid in the implementation of the program.
4. Staff members hired for the cooperative program receive the approval of Weber State College, Southern Utah State College and Dixie College. Optimal staffing would call for an M.S. degree RN having a surgical specialty and an M.S. degree nurse with OB and/or pediatrics experience. An additional one-half time RN with a B.S. degree would also be needed.
5. Weber State College serves as the lead institution in the cooperative program, with Southern Utah State College serving as the prime campus for instructional courses in nursing.
6. If accreditation requirements permit, the certificates and AD degrees be granted through Southern Utah State College. If accreditation for the program would be adversely affected by this arrangement, the degrees could be granted through Weber State College.
7. The major portion of the clinical experience be provided in accredited hospitals and nursing homes within the Five County region.
8. The program be reviewed in three years, or when an accredited hospital is available in the St. George area. The purpose of this review would be to determine: (a) whether the nursing program approved herein is viable; (b) whether the program would be more viable if placed entirely at either Dixie College or Southern Utah State College; and (c) how well the program is meeting the demand for nurses in Southwestern Utah.
9. An advisory committee, with representation from each county of Region 6, be appointed to assist in the development of the cooperative nursing program.
10. That 24 students be admitted per year. The number of students proposed for admittance by both Dixie College and Southern Utah State College appears too small to represent good management and cost effectiveness.

11. The program be operated by Southern Utah State College as part of the School of Science, Department of Life Sciences, program as suggested in their proposal rather than create a separate department of nursing. Until the program undergoes the third-year review (as indicated in No. 8 above), tenure should not be granted to personnel employed specifically for the nursing program.

(*Minutes*, August 2, 1973, pages 13-15.)

Teacher Education

Teacher Education and Quotas

Chairman Hatch offered a motion to adopt the following three resolutions:

Resolved, that the staff of the State Board of Regents and the administrations of the nine member institutions institute a program to inform prospective students of the general over-supply of teachers in Utah and the nation and to counsel interested students regarding the need and demand for teachers in specific subject areas.

Resolved, that the Commissioner of Higher Education advise the Utah Congressional delegation of the support of the State Board of Regents for the House-Senate conference committee proposal to eliminate a provision in the National Defense Education Administration student loan program allowing forgiveness of half the loan for borrowers who become regular teachers in elementary and secondary schools and colleges. The proposal will retain forgiveness of 100 percent for borrowers who become teachers of the handicapped and teachers in schools serving disadvantaged students and to pre-school teachers in the Head Start Program of the Anti-Poverty Act.

Resolved, that the State Board of Regents ask the State Board of Education and the Legislative Council Higher Education Planning Committee to review the desirability of discontinuing or substantially reducing the number of state normal scholarships being issued in Utah.

Mr. Maughan seconded Mr. Hatch's motion and the three resolutions were unanimously adopted.

Graduate Teacher Education Programs

Chairman Hatch offered a motion to aprove the following recommendations concerning the assignment of exclusive roles in graduate-level teacher education programs between the two universities; and, to request the University of Utah and Utah State University, at the May meeting of the Curriculum and Roles Committee, to present recommendations of how existing programs could be transferred and phased out at the two institutions by June of 1972. The reports should include a listing of graduate and undergraduate courses that will be phased out, a statement of justification for courses retained in a program area assigned to another institution, and recommendations for accommodating the needs of students and faculty members affected by program changes. Vice President Andersen asked that the reports be deferred to the June meeting, which Chairman Hatch accepted. President Taggart suggested that no definite time limit be set but that the two deans of education work together to provide for students and faculty and to effect transitions in an orderly and expeditious manner. Chairman Hatch then amended his motion to request

progress reports from the two universities at the June, 1972 meeting of the Committee. Mrs. Overfelt and Mr. Monson seconded the Hatch motion and it was unanimously approved:

Graduate programs shall be offered at both state-supported universities—the University of Utah and Utah State University.

Role assignments at both the master's and doctoral levels shall be made at both state universities, but there shall be no more than one doctoral program in any area of teacher education within the state-supported institutions.

Graduate programs shall be offered at the University of Utah and Utah State University according to the configuration outlined:

	University of Utah			*Utah State University*		
Program	*M.S.*	*Ed.S.*	*Ph.D./ Ed.D.*	*M.S.*	*Ed.S.*	*Ph.D./ Ed.D.*
Education Administration		X	X			
Cultural Foundations	X		X			
Educational Psychology	X		X			
Special Education[1]	X			X		X
Instructional Media[2]	X			X		
Education	X			X		
Early Childhood	X			X		X
Elementary	X			X		X
Secondary	X			X		X
Physical Education	X		X	X		
Health Education	X		X	X		
Recreation Education	X		X	X		
Science Education	X					
Business Education				X		X
Home Economics Education				X		
Vocational, Technical, Industrial Education[3]				X		X
Music Education	X			X		X
Agricultural Education				X		

[1] Programming at the master's level is ratified in accordance with the Board's previous study regarding Special Education. Deaf and Hard of Hearing programs are subject to further study.

[2] Programs at the specialist and doctoral level in Educational Media, *per se*, are not recommended.

[3] Housed in the College of Engineering.

Discontinued programs at the University of Utah include: doctoral programs in Elementary and Secondary Education, Curriculum Development,

and Supervision. The University of Utah does not now offer a doctorate in Early Childhood Education.

Discontinued programs at Utah State University include: doctoral and educational specialist programs in Educational Administration, and master's and doctoral programs in Educational Psychology.

It is assumed that these programs will be eliminated in substance and not in name only. Doctoral programs in education generally allow for multiple options within a given area of preparation. A doctoral candidate in Educational Administration, for example, may major in Public School Administration but take an additional area of emphasis in Curriculum Development that may be equivalent, in terms of number and types of courses taken, to a Curriculum Development major in Education, *per se*. In other words, program labels can be relatively meaningless unless the content of a program is specified.

Exclusive role assignments at the doctoral level at the University of Utah include Educational Administration, Cultural Foundations, and Educational Psychology.

Exclusive role assignments at the doctoral level at Utah State University include Special Education and Curriculum Development-Supervision with areas of emphasis in Elementary Education, Secondary Education, Early Childhood Education, Business Education, and Vocational, Technical, and Industrial Education.

Media programs shall be retained at both graduate institutions at the master's degree level only.

On motion of Chairman Hatch, seconded by Mrs. Overfelt, the Board unanimously approved a moratorium on the development of graduate programs in teacher education programs at Weber State College and Southern Utah State College. In effect, this means that the two institutions would not be authorized to offer post-baccalaureate degree credit, including 500 series courses. However, cooperative programs between the two four-year colleges and the two universities could be developed if and when needs for such programs so warrant. Plans would be developed by the cooperating institutions and the Office of the Commissioner.

Undergraduate Teacher Education Programs

Chairman Hatch offered a motion to assign roles in the following undergraduate program areas, subject to a further hearing before the Curriculum and Roles Committee at its May meeting. The motion was seconded by Mr. Pappas and unanimously approved:

Role	*Assignment*
Agricultural Education	Exclusive role/Utah State University.

Distributive Education	Exclusive role/Utah State University.
Business Education	University of Utah, Utah State University, Weber State College, Southern Utah State College.
Health Education	University of Utah and Utah State University. Recommended no new programs be authorized in this area.
Home Economics Education*	Exclusive role/Utah State University.*
Music Education	University of Utah, Utah State University, Weber State College, Southern Utah State College.
Trade, Industrial, and Technical Education	Tabled pending completion of Ad Hoc Advisory Committee report on Engineering.
Early Childhood Education	Authorized for all institutions which offer Elementary Education certification. Present state certification standards require Early Childhood Education endorsements to certify at the Elementary level.
Instructional Media	Authorized continuation of Instructional Media programs as constituted at all institutions.
Special Education	Authorized configuration of role assignments in Special Education as stated in original Board study. Program for Intellectually Handicapped discontinued At Weber State College.
Journalism	Eliminate programs which recommend students for certification in State of Utah.
Industrial Arts	Maintain Industrial Arts programs at Utah State University and Southern Utah State College. The programs are being reviewed by the Engineering Ad Hoc Advisory Committee.
Fine Arts Dance Program	Exclusive role/University of Utah.
Driver and Safety Education	Exclusive role/Utah State University.
Geology	Maintain Earth Science composite majors at Utah State University and Weber State College

Latin	Exclusive role/University of Utah.
Physical Education	Maintain Physical Education at the four institutions—University of Utah, Utah State University, Weber State College, Southern Utah State College.
Russian	Exclusive role/University of Utah.

• Amended April 30, 1974 (*Minutes*, page 370), providing authorization of the University of Utah for baccalaureate degrees and teaching credentials in its department of family and consumer studies.

Chairman Hatch said the Committee wrestled with the difficult question of what to do about the two-to-one surplus of teachers in the general undergraduate program. The ad hoc committee did not feel it could be solved either by role assignments or admissions standards, and reluctantly recommended a quota system that would not exceed 1,350 certificates per year from the four state-supported teacher education institutions by June of the 1973-74 academic year. Enrollment configurations according to areas of preparation would be left to the discretion of each institution; however, the total number of graduates would not exceed the following institutional quotas:

University of Utah	490
Utah State University	490
Weber State College	235
Southern Utah State College	135

Chairman Hatch then offered the following recommendations in an attempt to achieve the purpose of reducing the number of new certified teachers without being as rigid as the original quota system proposal:

That the four universities and colleges operating schools of education review their entrance requirements, aptitude tests, and budget requests with the objective of achieving a 1973-74 system production of approximately 1,350 graduates with teacher certification; that the Budget and Finance Committee start with a 1973-74 minimum budget for the University of Utah Graduate School of Education providing for 490 graduates, Utah State University 490, Weber State College 235, and Southern Utah State College 135; and that individual institutions desiring to fund above these minimum levels have an opportunity during budget hearings to justify additional funds.

Mr. Tanner moved approval of the above recomendations, which was seconded by Mr. Maughan and unanimously approved after considerable discussion. (*Minutes*, April 25, 1972, pages 197-202.)

Teacher Education Programs

Chairman Hatch offered a motion to reaffirm the Board's position on teacher education programs as adopted April 25, 1972. Mr. Monson seconded.

The motion included the provision that Dr. Leon R. McCarrey would chair a special committee on reviewing the teacher-shortage area of Special Education. It included the provision to reaffirm phase-out of the Home Economics Education B.S. and M.S. programs at the University of Utah. Mrs. Overfelt recorded her negative vote in committee on the latter point, and expressed her feeling to the Board that teaching skills are an important part of a Home Economics program, that to discontinue teacher education programs in Home Economics at the University of Utah would adversely affect the Home Economics Department. Chairman Hatch's motion thereafter was approved by a vote of 12 yeas, 1 nay. (*Minutes*, June 27, 1972, pages 240-241.)

Teacher Education Quotas, Continuance of

At an earlier meeting Dr. McCarrey was asked to review the Board policy, adopted in April 1972, setting teacher education quotas at the four-year institutions, and to convene the deans of education to formulate a recommendation. Dr. McCarrey presented the findings of this investigation, which showed (1) that the overall production of teachers by Utah System of Higher Education institutions has declined significantly and (2) that all institutions are presently below their ceiling. Since the present system appears to be serving its purposes well, and because there has been no significant increase in demand for teacher education graduates in Utah, Dr. McCarrey said the Office of the Commissioner recommends maintenance of the present system until conditions warrant change. The recommendation was unanimously approved, on motion of Regent Plowman, seconded by Regent Harward. (*Minutes*, November 25, 1975, page 178.)

Vocational and Technical Training

VOCATIONAL AND TECHNICAL TRAINING - JOINT POLICY ADOPTED BY THE STATE BOARD OF EDUCATION, DECEMBER 11, 1970, AND THE STATE BOARD OF REGENTS, DECEMBER 22, 1970

STATEMENT ON VOCATIONAL AND TECHNICAL TRAINING

1. *Presidential Selection and Salaries - Utah Technical Colleges*

At the time a new president of a technical college is being considered or salaries are being discussed, members, or a duly constituted committee, of the State Board of Regents will be invited to sit in on all of the deliberations of the State Board of Education. Following such deliberations, the State Board of Education will make the selection of the president and set the terms and conditions of such employment and forward a copy of the action to the State Board of Regents.

2. *Funding for On-Going Programs*

During the past several months, it has come to our attention that institutional and state personnel are uncertain of the relationships between the State Board of Regents and the State Board for Vocational Education. On several occasions, budget and program requests in vocational and technical education have been submitted to the State Board of Regents or the State Board for Vocational Education either jointly or separately. No one has been quite certain of the agency staff to which they should relate.

After discussing this matter, it has been mutually agreed and is the joint staff recommendation that requested funding for on-going programs from all institutions within the State System of Higher Education should be submitted directly to the Commissioner's office of the State Board of Regents. His office can then work cooperatively with the State Board for Vocational Education.

3. *New Program Request Procedures*

While it is clearly the responsibility of the State Board of Regents to establish and define institutional roles (Stat., Sec. 12), the State Board for Vocational Education is directed to ". . . provide vocational education staff assistance to the State Board of Regents in support of master planning activities required in this section as such relate to vocational-technical education." (Stat., Sec. 8)

In addition to the above-referred-to sub-sections, the State Board of Regents, "In making decisions related to curriculum changes . . . shall receive the approval of the State Board for Vocational Education for an orderly and systematic vocational education curriculum to be established to eliminate overlap and duplication of course work with the high schools and area vocational centers." (Stat., Sec. 13)

With these designated cooperative working relationships and responsibilities, it is the intention of both staffs to work very closely with all programs relating to postsecondary vocational-technical education.

It has been mutually agreed, and is the joint staff recommendation, that all requests for new programs from institutions within the State System of Higher Education be submitted to the Commissioner's Office, State Board of Regents. The Board of Regents' office will forward each proposal to the State Board for Vocational Education for their reactions and suggestions. The State Board for Vocational Education will then prepare a recommendation for the State Board of Regents, who will make the final determination as specified in Senate Bill 10.

4. *Vocational Needs Committee*

A Vocational Needs Committee shall be made up of he Commissioner of Higher Education, or his designee; the State Superintendent of Public Instruction, or his designee; the Executive Director of the Utah Manpower Planning Council, or his designee; and the Administrator of the Department of Employment Security, or his designee. The State Superintendent of Public Instruction or his designee will serve as chairman. This committee is charged with the responsibility of assessing manpower needs as they relate to training programs at institutions of higher learning and make recommendations to the Utah State Board of Regents and the Utah State Board for Vocational Education.

5. *Emergency Manpower Training*

It is recommended that the Commissioner of Higher Education and the State Superintendent of Public Instruction be authorized to approve Emergency Manpower Training Programs at all institutions of higher education within the State System of Higher Education. Programs of longer duration than 12 months should be given final approval by the State Board of Regents. Approval of all Emergency Manpower Training Programs should be closely related to institutional role assignments, as designated by the State Board of Regents, and approval shall only be for the duration of each individual program. Such action shall be reported to the representative Boards at their next regularly scheduled meeting by the Commissioner of Higher Education and the State Superintendent of Public Instruction.

6. *Designation of Area Vocational Centers*

It is recommended that the State Board of Education review present role assignments in the two designated Area Vocational Centers in Cache Valley. After this study is completed, a report should be submitted to the Vocational-Technical Committee of the State Board of Regents.

7. *Area Vocational Centers and Utah State University Extension Division Activities*

It is recommended that a committee be established to review the relationships and responsibilities of the Sevier Valley Area Vocational School/Utah

State University Extension Division, Moab Center, and the Roosevelt Area Vocational Center/Vernal Extension Program. This committee should consist of representatives from the State Boards of Regents and Vocational Education, Utah State University Extension Division, and Superintendents from Sevier and Duchesne County Schol Districts. After the study is completed, a report should be submitted to the Vocational-Technical Committee of the State Board of Regents and the State Board for Vocational Education.

8. *Creation of New Vocational-Technical Facilities*

It is recommended that no new educational systems be created to serve manpower programs and services. Existing institutions, including area vocational centers, should provide services to meet these manpower needs, including those for the disadvantaged.

(*Minutes*, January 26, 1971, pages 126-128.)

TECHNICAL COLLEGES, PRINCIPAL ROLE

On motion of Chairman George C. Hatch, seconded by Mr. Tanner, the Board unanimously adopted the following resolution:

> RESOLVED, that the State Board of Regents reaffirms its designation of the principal role of the Utah Technical College at Salt Lake and the Utah Technical College at Provo as being vocational and technical instruction, and that the State Board of Regents is opposed to any proposal that would change the character of these colleges to shift their principal role to that of a liberal arts college.

On the suggestion of Mr. Huggins, copies of the resolution will be furnished to the Legislature and to the State Board for Vocational Education.

For clarification purposes, Mr. Holbrook stated that the resolution is a statement of principal role, not secondary roles.

Mr. Stucki stated the resolve of the Board to continue to encourage development of vocational and technical training programs, as opposed to merely supporting such programs as now constituted.

(*Minutes*, July 27, 1971, page 16.)

TECHNICAL COLLEGES, GOVERNANCE

Mr. Billings . . . offered a motion to state that it is the position of the State Board of Regents in governing the institutions of higher education that all institutions offering post-secondary education, including community colleges, technical colleges, and area vocational centers, be subject to the governance of the State Board of Regents. Mr. Plowman seconded. . . . The Board voted unanimously to adopt the motion. (*Minutes*, September 25, 1973, pages 41-42.)

Technical College Governance

Utah is facing a critical problem in maintaining a high quality system of state higher education in the face of a rapid inflation in costs and a declining rate of state revenues. With a higher percentage of Utah high school students going to college, larger families and lower per capita resources, the state is hard pressed to maintain high standards of postsecondary education. Of all states, Utah most needs a unified state system of public higher education with maximum efficiency, economy and non-duplication of facilities and courses. In this setting, it would be a distinct step backward if the State Board of Education proposal were adopted and the two technical colleges at Salt Lake and Provo were removed from the State System of Higher Education.

The State Board of Regents would no longer hold comparative hearings at all nine universities and colleges to prepare a single budget that meets needs and is financed from available revenues. Not only would the Legislature receive two unrelated budget requests for capital improvements for higher education, and two separate operating budgets, but transferability of credits between Utah's nine colleges and universities, standardization of accounting and computer language, common rules for residence requirements, tuition and salary policies also would be divided.

The State Board of Education has stated as its objective a single board to run the state technical colleges. All nine state colleges and universities presently report to two boards—their institutional councils for daily administration and the State Board of Regents for statewide budget and curriculum duplication review.

The two technical colleges benefit from the State Board for Vocational Education serving as their governing board. All proposals for technical and vocational programs at the colleges are initiated by the State Vocational Board. It also supervises the internal management and control of the two technical colleges. On the other hand, the two schools are strengthened by participating with the state's other seven colleges and universities in working out common curriculums in health service, engineering, business and education that permit orderly transfer of credits and equitable allocation of state funds for capital improvements and operations, under the coordinating authority of the State Board of Regents.

The State Board of Regents supports a strengthened, single, unified system of economical, efficient, postsecondary public education and opposes the creation of two competitive higher education systems as contrary to the best interests of Utah students and taxpayers.

(*Minutes,* July 23, 1974, pages 57-59.)

Transfer of Credits Earned at Technical Colleges

On motion of Regent Stucki, seconded by Regent Monson, the following recommendations were unanimously adopted:

That the technical colleges clearly indicate those courses in their catalogs that are transferable to four-year industrial and engineering technology programs; while continuing to emphasize that the primary mission of the vocational-technical programs at these institutions is "job entry." The catalogs should list the types of four-year programs (i.e., automotive and electronics at Weber State College, and aeronautics, automotive and welding at Utah State University) to which graduates from the vocationally oriented two-year programs can transfer, the locations of stated four-year programs, and the courses that will transfer at face value to these institutions (thereby assisting in meeting the "major" or program requirements).

That the four-year colleges further examine their curricula to accommodate articulation with two-year curricular offerings. On the other hand, the two-year colleges should carefully examine their curricula to determine that every course is in fact required by the student for job entry. Courses that approach material offered by senior institutions at the upper division level should be carefully examined and where possible discontinued.

(*Minutes*, January 27, 1975, pages 242-244.)

Vocational-Technical Education: Definition of New Programs

Dr. McCarrey explained that prior to completion of the Vocational-Technical Master Plan there was some uncertainty over what constituted "a new program" requiring the approval of the State Board of Regents. To resolve this issue, the following policy statement was adopted by the Board and included in *Master Planning for Postsecondary Education in Utah: A Report of the Vocational-Technical Education Task Force*, June 1975, page 32:

> To assist the Regents in determining what constitutes a new vocational program requiring approval, it is recommended by the task force, with the enthusiastic support of the staff from the State Board for Vocational Education, that: less-than-baccalaureate vocational-technical programs be identified and approved with Office of Education Instructional Program designations and Code Number classifications. All programs which specifically list new degree or certificate titles should not be considered as program options. (*Minutes*, December 16, 1975, pages 207-208.)

Vocational-Technical Training, Funds Expended for

In order to clarify the amount of the budget expended for vocational and technical education versus liberal arts education in the seven institutions of the Utah System of Higher Education other than the two Utah Technical

Colleges, Chairman Hatch offered the following motion, which was seconded by Mr. Tanner and unanimously adopted:

> RESOLVED, to ask the institutions to specify in their budget requests, and the Office of the Commissioner to include in the budget recommendation, reports of the amounts of money which each of the institutions expends for all vocational and technical education, which is defined as non-professional, non-managerial, specialized occupational instruction.
> (*Minutes,* July 27, 1971, page 16.)

Dr. Harden R. Eyring distributed copies of a proposed act amending Section 43-16-5.1, Utah Code Annotated, "to facilitate coordination of postsecondary credit and provide for approval of the State Board of Regents for all programs which qualify for postsecondary education credit." He said it had been discussed with the State Superintendent of Public Instruction, who had approved it for himself (not for the State Board of Education).

Regent Billings offered a motion to refer the proposed legislation to the Curriculum and Roles Committee for further study and recommendation to the Board, in line with policy matters concerning the Skills Centers and other items discussed this morning. Regent Plowman seconded and the motion was unanimously adopted.

(*Minutes,* November 25, 1975, pages 164-165.)

Nursing, Technical Training Programs

On motion of Chairman Hatch, seconded by Mrs. Overfelt, the Board unanimously adopted the Committee recommendation that, as a matter of policy, the State education system be organized in such a way as to give maximum visibility and emphasis to technical nursing training programs. (*Minutes,* February 22, 1972, page 140.)

Skills Centers

It is recommended that Weber State College review financing arrangements for the Skills Center and Vocational Grants programs, and report to the Board what arrangements can be made to reduce the continuing deficits carried for these programs. (*Minutes,* June 18, 1974, page 442.)

Skills Center North Incorporated Into Weber State College

Regent Billings offered a motion to approve the request of Weber State College that the Skills Center North be incorporated as a permanent part of their regular vocational-technical program in the School of Technology . . . but that State appropriations not be requested in the 1975-76 budget. Regent Buttars

seconded and the motion was unanimously adopted. (*Minutes*, October 30, 1974, pages 139-140.)

SKILLS CENTERS: CORRELATION WITH WSC AND UTCSL

Regent Holbrook offered a motion that the question of correlation of Skills Center programs with the institutions involved, and with the over-all goals of the State Board of Regents, be delegated to the Curriculum, Roles, and Vocational-Technical Training Committee, with the specific request that Dr. Leon R. McCarrey meet with various institutional representatives and provide a report to the Board. Regent Buttars seconded and the motion was unanimously adopted. (*Minutes*, September 16, 1975, page 98.)

PART THREE

Business and Financial Affairs

Chapter VIII Business and Financial Affairs:

- Accounting and Financial Controls
- Auxiliary Enterprises
- Budgeting
- Reimbursed Overhead
- Grants, Gifts and Contracts
- Investments
- Liability Insurance

Chapter VIII

BUSINESS AND FINANCIAL AFFAIRS

General Statutory Provision

Section 16. Board succeeds to all powers and authority of governing boards of each institution.

The board shall succeed to and be vested with all the powers and authority relating to all properties, real and personal, tangible and intangible and to the control and management thereof which was held by the governing board of each institution prior to the effective date of this act.

Accounting and Financial Controls

Statutory Provision

Section 9. Board to prescribe standardized accounting records and procedures.

The board shall prescribe for all institutions under its jurisdiction, standardized systems of accounts, records and reports covering in sufficient detail the operations of the educational institutions under its control.

Accounting Manual, Adoption of

Chairman Simmons offered a motion to adopt, as a working document, the Accounting Manual developed by the staff of the Utah Coordinating Council of Higher Education and issued November 1, 1968. Seconded by Regent Pappas and unanimously adopted. (*Minutes*, March 23, 1971, page 160.)

Accounting Manual, Annual Financial Reports of Member Institutions to be Issued in Accordance with

Chairman Simmons offered a motion to require each member institution to issue an annual financial report for each fiscal year, in accordance with the Accounting Manual and its systems, and that such annual reports be filed with the Office of the Commissioner for the use of the Board and its staff, not later than October 15 of each year following. Mr. Pappas seconded both this and

the above motion; they were unanimously adopted. (*Minutes,* March 23, 1971, page 160.)

Certification of Financial and Other Documents

On motion of Chairman Roy W. Simmons, seconded by Mr. Hurren, the Board unanimously adopted the following resolution:

Financial and other documents requiring official certification by officers of the Board shall be subject to the following procedures:

1. Board authorization or approval for certification of such documents shall first be obtained, ordinarily at a regular Board meeting, pursuant to Board procedures as provided in the bylaws.

2. The necessary documents shall then be certified in writing (a) as to the above approval and (b) as to their accuracy and consistency with the Board authorization, by the President of the institution concerned, or by the Office of the Commissioner of Higher Education, or both.

3. The documents thus certified and submitted may then be taken directly to the officer or officers of the Board concerned for any required signatures.

4. The Commissioner of Higher Education and the Associate Commissioner for Business Affairs are hereby authorized to sign for either the Secretary or the Treasurer of the Board in the event of the inavailability of either the Secretary or the Treasurer.

5. The Associate Commissioner for Business Affairs is hereby appointed Treasurer of the Board, under Article II, Section 4, of the bylaws, and shall serve in such capacity subject to the recommendation of the Commissioner of Higher Education to, and action by, the Board.

(*Minutes,* April 27, 1971, pages 179-180.)

Checks, Authorization for Issuance

On August 7, 1973, a letter addressed to Chief Business Officers of Member Institutions required a report concerning authorization for issuance of checks and check signatures. Mr. Holbert briefly summarized the information contained in the responses. It appears that all institutions impose some controls on authorizations and approvals required for the issuance of requisitions, purchase orders, and documentation required before checks are issued. A definite opinion, however, is reserved until internal examiners can perform a cash disbursements and purchasing study, Mr. Holbert said.

Mr. Holbert summarized his recommendations:

1. That institutional councils authorize the president *and* chief financial officer, or chief financial officer *and* controller, to establish imprest bank

accounts of not to exceed $5,000 each, for such purposes as they deem necessary for efficient operation of their institution and authorize appropriate signatures for same.

2. That institutional councils authorize all bank accounts and approve all signatures except as provided in recommendation 1.
3. That the controller or treasurer at each institution maintain an up-to-date record of all bank accounts and authorized signatures.
4. That as soon as cash on hand and cash receipts reviews can be completed, internal examiners will undertake an examination of cash disbursements, accounts payable, and purchasing.

Mr. Stucki offered a motion, seconded by Mr. Monson, and unanimously adopted, that a recommendation No. 5 be added, as follows:

5. That the annual financial reports, as of June 30 each year, shall include a record of the bank accounts and authorized signatures at each institution.

(*Minutes*, September 25, 1973, pages 51-52.)

Safety Deposit Box

"Mr. Pappas offered a motion to authorize the lease of a safety deposit box to be used as a depository for valuable papers, and to authorize the Commissioner and/or Associate Commissioner for Business Affairs to have access to such safe and the contents thereof. The motion, seconded by Mr. Stucki, was unanimously approved." (*Minutes*, May 20, 1970, page 162.)*

Internal Audit Program

On motion of Mr. Plowman, seconded by Mr. Tanner, the Board unanimously approved the following recommendation:

That the Board adopt in principle an internal administrative audit program, with the understanding that the Office of the Commissioner and each of the nine institutions will work out procedures and details of the program for ratification at the May [1973] Board meeting.

(*Minutes*, April 24, 1973, p. 200.)

Internal Audits: Thirty Days for Presidential Response

Vice Chairman Stucki recommended that the present fifteen-day period allowed for presidents to respond to recommendations contained in reports of

* The safety deposit box there authorized was leased at the 1st South and State street office of the Commercial Security Bank.

internal audits is insufficient and should be lengthened. On motion of Mr. Peterson, seconded by Mr. Huggins, the Board unanimously approved extension of the time period for presidential response to reports of internal audits to thirty days. (*Minutes,* November 27, 1973, page 138.)

Internal Audit Program - Financial Arrangements

Pursuant to the program adopted May 29, 1973 (*Minutes,* page 227), Vice Chairman Plowman offered the following proposal in the form of a motion: "A restricted account will be set up at the University of Utah for the purposes of meeting expenditures and costs of the Office of the Commissioner in fulfilling the obligations of the internal examination program. Expenditures from this account will be controlled by the Commissioner's Office. Checks of the institutions should be made out to the University of Utah. The appropriate restricted account number will be furnished and should be shown on the check." The motion was seconded by Mr. Millett and unanimously adopted. (*Minutes,* June 26, 1973, pp. 272-273.)

Internal Audit, Amended Procedures

"Procedures of Internal Audit Program and Reporting," adopted by the State Board of Regents May 29, 1973 (Minutes, page 227), were revised January 28, 1975, to recognize the responsibilities of the newly appointed Board of Regents' Audit Review Subcommittee. The text of the amended procedures follows:

> Internal control has been defined by the Committee on Auditing Procedure of the American Institute of Certified Public Accountants as follows:
>
> > Internal control comprises the plan of organization and all of the coordinate methods and measures adopted within a business to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.[1]
>
> Good internal control is accomplished through careful design installation of appropriate procedures that provide for internal check. However, administrative responsibility does not end with the design and installation of procedures. Provision must be made to insure that the tasks are necessary and they they are properly performed.
>
> The objectives of internal control are:

[1] Internal Control. Committee on Auditing Procedure, American Institute of Certified Public Accountants, 1949, p. 6. Reaffirmed in *Auditing Standards and Procedures,* Committee on Auditing Procedure Statement, No. 33, American Institute of Certified Public Accountants, 1963, p. 27.

1. To safeguard university assets.
2. To check the accuracy and reliability of financial information and other data.
3. To promote operational efficiency and integrity.
4. To encourage adherence to prescribed policies.
5. To promote establishment of, and adherence to, sound business practices which are essential to the fulfillment of the university's responsibilities of public trust.

The characteristics of a satisfactory system of internal control include:

1. A plan of organization which provides appropriate segregation of functional responsibilities.
2. A system of authorization and record procedures adequate to provide reasonable accounting control over assets, liabilities, revenue, and expenses that includes provision for internal check.
3. A degree of quality of personnel proportionate to the level of responsibilities.
4. Sound practices to be followed in the performance of duties and functions at each institutional unit.

These elements are all so essential to proper internal control that serious deficiencies in any one would normally preclude successful operation of the internal control system.

The organizational plan must provide clear lines of authority and responsibility. It must provide for organizational independence, or a separation of functional responsibilities, between the operating departments and accounting departments.

The basis for the separation of functional responsibilities rests on the premise that no department should control the accounting records relating to its own operations. This represents an extension, at the departmental level, of the principle that no one person should control all phases of a transaction without the independent review of some other person or persons. Without such separation, the records may be so manipulated as to make the detection of errors and fraud difficult or impossible.

The overall objectives of the audit are to assist all members of administration in effective discharge of their responsibilities by furnishing them with objective analyses, recommendations, and pertinent comments concerning the activities reviewed. The auditor, therefore, will be concerned with every phase of institutional activity wherein he can be of service to the administration. The attainment of this overall objective, service to management, will involve such activities as:

1. Determining that the system of internal control is adequate.
2. Determining that institutional policies and procedures are being followed.
3. Verifying the existence of assets shown on the books of account and insuring the maintenance of proper safeguards for their protection and preventing or discovering dishonesty.
4. Determining the reliability and adequacy of the accounting and reporting systems and procedures.

The following administrative internal audit procedures and methods of reporting were approved:

I. *Internal Audit Personnel and Program Now Existing at the University of Utah, Utah State University, and Weber State College:*

1. Prior to the beginning of a new fiscal year, a meeting will be held in June with each institution to determine audit program coverage for the ensuing fiscal year. These audits will be performed by the institution's own audit staff.
   a. Participants: Chief business officer, Associate Commissioner for Finance, supervising general examiner, and senior internal auditors of the institution.
   b. After this preliminary meeting, the senior internal auditor of the institution, in cooperation with the supervising general examiner of the Commissioner's staff, will develop audit programs and time assignments for the institution's inernal audit staff to accomplish coverage determined.
   c. Senior internal auditors will be responsible for institutional staff assignments and monitoring. In addition, they will be responsible to see that each audit program, as written, is followed and fully covered within the audit report.
   d. Any change in audit coverage desired by the institution shall be submitted to the Office of the Commissioner.
2. Internal auditors at each of these institutions shall be responsible to the president. The supervisory general examiner shall be responsible to the Commissioner of Higher Education.
3. Major examination reports by the internal audit staff shall be:
   a. Prepared after an exit conference between the internal auditor, chief business officer, and department head whose area has been audited.
   b. Submitted simultaneously to the president, chairman of the institutional council, the Commissioner of Higher Education, the

Associate Commissioner for Business Affairs, and the institution's chief financial officer.

c. The supervising general examiner will submit a summary of findings and recommendations to each member of the Board of Regents' Audit Review Subcommittee promptly after distribution of the report.

4. The institution's president shall submit an appropriate response to the examination report and recommendations to those who received the report within 30 days after release of the report. The response will specify the action taken, or to be taken, as a result of the report recommendations and the dates of implementation.

5. The senior internal auditor of an institution will have the responsibility to follow through on recommendations made in internal audit reports. A report of compliance will be submitted by the senior internal auditor to the institution's president and others who received the examination report as soon as practical, but in no event more than six months after release of the report.

6. All institutional records and documents shall be available to the Office of the Commissioner.

7. Any unreconcilable differences on recommendations shall be submitted to the Budget and Finance Committee of the Board for resolution if they cannot be resolved through the Audit Review Subcommittee.

II. *Office of the Commissioner Staff Shall Consist of a General Supervising Examiner and a Senior Examiner.*

1. The Office of the Commissioner will assume responsibility for special audit assignments made by the Board of Regents.

2. Audit reports prepared by the Office of the Commissioner will be submitted to the Commissioner, institution's president, chief financial officer, chairman of the instittuional council, and the Associate Commissioner for Business Affairs. A summary of findings and recommendations will be submitted to each member of the Board of Regents' Audit Review Subcommittee at the same time. A response to the audit report and recommendations will be submitted to those who received the report by the president within 30 days after the report is released. The response wil specify tlhe action taken, or to be taken, as a result of the report recommendations and the date for implementation.

3. Since there are six institutions which, at present, do not have their own internal audit staffs, the Office of the Commissioner will serve as internal auditor for these institutions.

4. Audit programs and schedules will be set up for these six institutions in conjunction with the president and/or his designee.

5. All institutional records and documents shall be available to the Office of the Commissioner to accomplish the purpose of the administrative internal audit program. Each institution shall cooperate in furnishing staff support when necessary to fulfill audit obligations.

6. Non-reconcilable differences in recommendations between institutional administration and the Commissioner's Office, after meeting together, shall be brought to the Audit Review Subcommittee for determination of compliance.

III. *State Auditor or Public Accounting Firm External Audits*

1. External audit reports shall be reviewed by the institution's administrative officers, the Board of Regents' Audit Review Subcommittee, and the senior internal auditor of the institution involved. The institution's president will submit a copy of the response required by the Board of Examiners to each member of the Audit Review Subcommittee and the Associate Commissioner for Business Affairs at the time it is provided to the Board of Examiners. The responsible internal audit group will provide whatever follow-up action is required by the institution's president or the Board of Regents' Audit Review Subcommittee.

2. Appropriate internal audit work papers and reports shall be made available to external audit agencies in the process of auditing an institution. Assistance to the external audit staff shall be given by the internal audit staff as time permits. Full coperation should be extended to external auditors.

IV. *General Comments*

1. Work papers of each audit shall be signed by the staff member performing such internal audit. A proper file shall be kept at each institution of internal audits, and the Commissioner's Office will also maintain a file of internal audits performed by its staff.

2. An internal audit manual shall be developed by the Office of the Commissioner in conjunction with institutional representatives to be used as a guideline for internal audits of all institutions within the system.

3. Internal auditors should restrict their requests for records and documents to those normally produced by the institution as part of its routine operations. Special runs of data that reduce the auditor's

audit time should be reimbursed to the institution by the agency requesting such special report.

4. As a matter of common courtesy, the institutional chief business officer should be contacted before any audit is undertaken.
5. Qualifications for audit personnel should be high so that capable individuals will be recruited to these positions. As a minimum, the senior internal auditor should be a Certified Public Accountant with three to five years auditing experience with a public accounting firm. The salaries for these positions should be commensurate with the ability and experience of individuals employed.
6. Section 7 in the Higher Education Act of 1969 makes provision for transfer of funds of staff from institutions of higher education to the Board if functions are transferred from the institutions to the Board of Regents. It will involve spending considerable time and resources at various institutions of higher education to carry out internal administrative audits for them. Therefore, it will be necessary to transfer various institutions of higher education to carry out internal administive internal audit costs such as personnel, travel, and other expenses.

(*Minutes,* January 28, 1975, page 260; April 22, 1975, 409.)

AUDIT REVIEW, BUDGET AND FINANCE SUBCOMMITTEE

Chairman Simmons suggested that the Budget and Finance Committee have a subcommittee of three members to review audit reports and to work with the Office of the Commissioner to determine compliance. He appointed Regents Stucki, Chairman, together with Regents Billings and Plowman. (*Minutes,* November 26, 1974, pages 182-183.)

STATE AUDITOR'S REPORTS - INSTITUTIONAL RESPONSES

Commissioner Durham referred to a letter, dated February 8, 1973, from the Secretary of the State Board of Examiners to all department heads, concerning audits conducted by the State Auditor's Office and pointing to a policy that all state departments and agencies "shall submit a report to the Board of Examiners within thirty (30) days after submission of the audit report."

Mr. Simmons offered a motion, seconded by Mr. Huggins and unanimously adopted, that each institution, upon receiving a report from the State Auditor, shall also report promptly to the Budget and Finance Committee of the Board, through the Office of the Commissioner, as to what steps are being taken to correct any matters that have been raised in the audit report and other comments with respect thereto. The Budget and Finance Committee shall then report to the Board.

(*Minutes,* February 27, 1973, p. 140.)

Auxiliary Enterprises

SELF-SUPPORT PRINCIPLE

On motion of Chairman Roy W. Simmons, seconded by Mr. Plowman, the Board unanimously adopted the following resolution. . . :

Resolved that each institution charge all applicable costs, both direct and indirect, including physical plant and general administration expenses, to auxiliary enterprises to make such operations fully self-supporting. All auxiliary financial statements, beginning 1971-72, shall include all such costs.

A period of three years, including fiscal years 1973, 1974 and 1975, will be provided for each institution to adjust charges and other income as needed to implement this policy completely, after which date the Board will make budget decisions related to this policy.

Presidents of each institution are authorized to take such actions, including budget decisions, during the three-year implementation period, making such recommendation to the Board as necessary to implement fully this policy by June 30, 1975.

(*Minutes,* March 28, 1972, pages, 152-155.)

AUXILIARY ENTERPRISES: ACCOUNTING

On the motion of Chairman Hatch, seconded by Mr. Monson, the Board unanimously approved the recommendations and conclusion of the Commissioner's (Durham) memorandum, as follows:

Recommendations

1. That the Board instruct all institutions to conform their accounting records and reports on auxiliary enterprises to the guidelines set forth in Chapter 13, "Auxiliary Enterprises, Organized Activities, and Service Departments," of *College and University Business Administration,* Revised Edition.

2. That the Board policy requiring all auxiliaries to be self-supporting by 1975 be restudied; that a study of auxiliary revenues and expenditures for 1971-72 and 1972-73 be completed by September 1, 1974 for the Board to use in determining the extent to which various auxiliaries are to be self-supporting.

Conclusion

It is recommended that the auxiliary suport policy be referred to the Budget and Finance Committee of the Whole and that the Office of the Commissioner, in consultation with institutional representatives, submit recommendations for consideration in committee of the whole by the September Board meeting, 1974.

(*Minutes,* January 29, 1974, pages 226-227.)

Auxiliary Enterprise Policy (Adopted April 22, 1975)

1. *Auxiliary Enterprises Shall Be Conceptually Self-Supporting*

This policy sets forth in broad terms the requirements of the Board of Regents as related to the operation of auxiliary enterprises by Utah's institutions of higher education. Inter-collegiate athletic revenues and expenditures are excepted from this policy since a separate policy for those operations will be considered at a later date.

Each member institution shall use this policy for auxiliary enterprise units operated on its campus. Substantial departures from this policy must have prior approval of the Board of Regents.

The criteria used to determine whether or not a unit is considered an auxiliary enterprise is based on the description contained in *College and University Business Administration*.[1]

> An auxiliary enterprise furnishes a service to students, faculty and staff, and charges a fee directly related to but not necessarily equal to the cost of the service. The public may be served incidentally in some auxiliary enterprises. Auxiliary enterprises are essential elements in support of the educational program, and conceptually, should be regarded as self-supporting.

For the purpose of this policy, auxiliary enterprise units, therefore, include the following unless otherwise provided by the Board: (1) bookstore, (2) food services, (3) housing, (4) student union buildings, (5) vending machine operations, (6) parking services, (7) special events centers, (8) student health services, (9) others that from time to time meet the definition of an auxiliary enterprise.

Self-supporting is defined as producing sufficient revenue to cover applicable direct operating costs, allocated indirect expenses, changes for renewal and replacement, debt service requirements, working capital needs including recovery of losses.

Accounting principles and procedures as set forth in the CUBA Manual and the *Accounting Manual for Utah Higher Education* are acceptable and are recommended under this policy.

Sound financial and business management practices shall be applied to auxiliary enterprises in order that these entities can be self-supporting while furnishing quality goods or services at reasonable prices.

Appropriate fees shall be charged to all users of auxiliary enterprises whether for educational or other purposes, and whether such users in-

[1] National Association of College and University Business Officers, *College and University Business Administration*, Administrative Service (Washington: NACUBO, 1974), Part 3, Chapter 2, Page 1.

clude academic departments administrative departments, or off-campus groups, etc.

Auxiliaries are expected to pay their share of general administrative and general institutional expenses. Allocation of such indirect expenses to auxiliaries shall be made on a basis consistent with other indirect cost allocations made by the institution, and as described in the chapter for auxiliary enterprises contained in the *Accounting Manual for Utah Higher Education*. Attention is directed to the following material paraphrased from the CUBA Manual issued in 1974:

> Auxiliary enterprise operations include all revenue, expenditures and transfers relating to these enterprises, including expenditures for operation and maintenance of plant and for institutional support; also included are other direct and indirect costs, whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units.

2. *Method of Requesting Bonded Debt Subsidy*

Each individual bond issue shall be self-supporting from revenues generated by the fees and other pledged revenues for that specific issue. If the consolidated revenue for the ensuing year from the various sources does not meet all commitments and costs, thus creating a needed subsidy to that bond issue, a written request for subsidy shall be made. The request for such subsidy will accompany the institution's annual legislative budget request, as submitted to the Commissioner of Higher Education, and shall include a concise explanation of pricing policies, volume of operations, and debt service commitments, as well as financial statements for the prior three years. The institution will be fully responsive to each auxiliary operation that is not self-supporting, taking specific internal steps to correct the situation even though the total bond issue requires no subsidy. Requests from institutions for subsidies will be considered by the Board of Regents and may be recommended for bonded debt subsidies to the Legislature separate from the Education and General Budget. This procedure will be effective for budget requests for the fiscal year beginning July 1, 1976.

3. *Reporting Auxiliary Subsidy*

When a subsidy is received for any auxiliary, the accounting records and *annual* report shall disclose the amount and source of such subsidy. Similarly, when revenues exceed expenditures, including provision for debt service, if any, the amount of excess revenue and its disposition shall be disclosed. The fiscal year 1975 and subsequent annual reports shall reflect this information.

(*Minutes*, April 22, 1975, pages 407-409.)

Auxiliary Enterprises, Budgeting and Costs

Regent Stucki presented the following recommendations in behalf of the Audit Review Committee

1. Each institution should prepare a budget for its auxiliary enterprises, to be submitted with its regular budget request each year (in August).
2. Actual fiscal year operating statements for auxiliary enterprises should be submitted not later than September 15 following the end of the fiscal year.
3. A complete analysis and study should be made by each institution to determine indirect cost allocations for auxiliary enterprises. Appropriate charges should be made to the General Fund for academic and administrative uses of auxiliary enterprice facilities.
4. Institutions showing losses in food service and bookstore operations should immediately make any necessary changes in purchasing, cost control, and rates charged, to eliminate the losses.

In addition to the above general recommendations, Regent Stucki offered the following recommendations for individual institutions:

1. Southern Utah State College should eliminate losses in bookstore and food service operations.
2. Dixie College should not take applications or open the Dixiana dormitory until 90 percent occupancy is achieved at the Shiloh and Shenandoah dormitories. The institution should raise multiple occupancy rates to be comparable with the other two-year colleges. Finally, the institution should consider the possibility of selling the Dixiana to private investors, and report back the legal implications, effect on total debt service, etc., as soon as possible.
3. The College of Eastern Utah should increase its student building fee by $9 per quarter, and, should eliminate bookstore and food service losses.
4. The community colleges should consider a policy requiring freshmen students to be housed on campus or at least in housing supervised by the institution.
5. Weber State College should increase occupancy of dormitories.

The recommendations were unanimously adopted, on motion of Regent Stucki, seconded by Regent Billings.

(*Minutes*, June 24, 1975, pages 488-489.)

Accounting Manual Auxiliary Enterprises Chapter

Mr. Holbert reported that the Higher Education Finance Task Force had approved and recommended to the Board of Regents a revised chapter to be

included in the *Uniform Accounting Manual* of the Utah System of Higher Education, entitled "Auxiliary Enterprises, Sales and Services of Educational Activities, and Service Departments," effective date: July 1, 1975. A two-page summary of highlights of the 38-page chapter was included in the Red Book. Mr. Holbert noted that all institutions had been involved in the development of changes included in the chapter.

Mr. Holbert said that intercollegiate athletics was included as an auxiliary enterprise(even though not included in the Board policy adopted April 22, 1975) for accounting purposes, until the Board adopts specific policies for intercollegiate athletics. Regent Stucki pointed out that its inclusion was an attempt to provide uniformity in accounting, not to set policy at this time. At the suggestion of Regent Holbrook, "recruiting expense" was added to a list of typical expenditures for intercollegiate athletics, on page 16, paragraph 3, so that the sentence reads: "Typical expenditures for these activities include salaries, wages, and employee benefits of coaching and administrative staff, recruiting expense, scholarships and grants in aid, officiating expense, team travel and subsistence, game expense, guarantees, and other direct expense." The institutions were asked to provide additional information on intercollegiate athletic expenses.

On motion of Regent Stucki, seconded by Regent Bulloch, the Board unanimously approved the chapter on auxiliary enterprises, as amended, of the *Uniform Accounting Manual*. (*Minutes*, July 21, 1975, pp. 11-12.)

Bonds, Covenants and Debt Service

In connection with the Board auxiliary support policy, Commissioner Durham recommended that the presidents include with their annual financial reports a statement of bond covenant-debt service experience for the preceding fiscal year ending June 30, and reports of their proposed budgets for bond service for the ensuing year. Mr. Peterson offered a motion, seconded by Mr. Bulloch and unanimously adopted, to so instruct the presidents. (*Minutes*, January 29, 1974, page 227.)

Bonds, Registration of Assigned to Institutional Councils

Chairman Simmons referred to a question raised by Utah State University relative to a request of one of its bond holders for registration of the bond. He expressed the opinion that ministerial matters of this type would best be handled by the institutional councils, and offered a motion to refer the particular question at hand to the Utah State University Institutional Council to work out details of the bond registration; and that, in the future, the problems of registration of bonds issued by the various institutions, after they have been approved by this Board, be matters for the particular institutional councils. Mr. Millett seconded the motion; it was unanimously approved. (*Minutes*, December 22, 1970, page 97.)

Budgeting*

Statutory Provisions

Section 10. State appropriations request for institutions governed by board to be prepared by board — Required contents — Date budgets due to be submitted — Board recommendations — Hearings — Formulas to be prepared by board — Recommendations — Dedicated credits not affected — Institutions to issue payrolls and do own purchasing.

(1) Request for state appropriations of whatever nature for the institutions governed by the board and for the board and its staff shall be prepared by the board and a combined appropriation shall be recommended for inclusion in the state budget as required by sections 63-2-18 and 67-1-7 for presentation to the governor and to the legislature at least 30 days prior to the convening of the legislature, complete with a schedule showing the recommended amount for each respective institution, including branches or divisions thereof and for the board and its staff. The recommended budget for inclusion in the combined request for appropriations shall be determined by the board only after it has reviewed the various operating budgets, consulted with the various institutions and board staff in order to make such adjustments on the budgets as are deemed appropriate. Institutional and staff operating budgets shall be submitted to the board at least ninety days prior to the convening of the legislature in accordance with the procedures established by the board; provided that requests pertaining to buildings, utilities, alterations, repairs and improvements, campus development, facilities and land purchases shall be submitted in accordance with procedures prescribed by the state building board in order to facilitate their inclusion in the state building board's program for all state institutions and agencies in its report to the governor and the legislature. The recommendations of the board shall be accompanied by full explanations and supporting data. The appropriations recommended by the board shall be made with the dual objective of (a) justifying the public post-high school educational institutions appropriations consistent with their needs, and consistent with the financial ability of the state, and (b) determining an equitable distribution of funds for public post-high school education among the respective institutions in accordance with the aims and objectives of the statewide master plan for higher education. The board shall request a hearing or hearings with the governor relative to the recommended state appropriations. After the governor's budget message has been delivered to the legislature, the board shall request hearings on the recommended state appropriations with the appropriate committees of the legislature. If either the total

* See also, section on Research Grants and Reimbursed Overhead.

amount of the state appropriations or the allocation thereof among the institutions as proposed by the legislature or its committees for public post-high school education is substantially different from the recommendations of the board, the board shall request further hearings with the legislature or the appropriate committees thereof to reconsider both the total amount and the allocation of the proposed state appropriations among the various institutions.

(2) The board shall devise, establish, periodically review and may revise formulas for its use and for the use of the governor and the committees of the legislature in making appropriation recommendations to the legislature. The board shall recommend to each session of the legislature the minimum tuitions, resident and nonresident, for each institution in the state system of higher education which it deems necessary to implement the budget recommendations for each such institution. The board may fix the tuition, fees and charges for each institution at such level as it finds necessary to meet the budget requirements of each institution.

(3) Moneys allocated to each institution by legislative appropriation may be budgeted by each institution in accordance with an institutional work program approved by the board, provided that the expenditures for each institution shall be kept within the appropriation for the applicable period.

(4) The dedicated credits, such as tuitions, fees, federal grants, and proceeds from sales, received by the university and colleges may be retained by these institutions and used in accordance with each institutional work program.

(5) Each university and college and the Utah Technical College at Provo and the Utah Technical College at Salt Lake may do its own purchasing, issue its own payrolls, and handle its own financial affairs under the general supervision of the board as provided in this act.

Section 11. Fiscal year.

The fiscal year for each institution within the system and for the board shall commence on the 1st day of July and end on the 30th day of June in each year.

BUDGETING, EXTENDED DAY

Mr. Plowman offered a motion, seconded by Mr. Holbrook, to direct institutions having extended day programs to include the cost of funding extended day programs as a separate item in their budget, for specific action by the Board at the November 20-21 hearings and November 28, 1972 Board meeting, such information to be submitted to the Office of the Commissioner by November 8, 1972. The motion was unanimously adopted. (*Minutes*, October 24, 1972, p. 57.)

Budgeting, Funding of New Programs

On motion of Chairman Simmons, seconded by Mr. Huggins, the Board unanimously adopted the following policy statement regarding funding of programs approved through the Curriculum and Roles Committee:

> That before approving any future role-program-curricular proposals, each institution clearly determine and include in any proposal submitted (a) whether the proposal can and will be funded from existing resources; or (b) whether increased funding will be required, and how much, for what time; and (c) that the Curriculum and Roles Committee clearly indicate to any institution submiting a proposal under subparagraph (b) that, if approved by the Board, such action consists of program *authorization* only, and that any budgetary considerations related thereto require separate subsequent action by the Board through the regular budget process, unless otherwise indicated and ordered by the Board in approving the program authorization. In recommending new program proposals for Board approval, the Curriculum and Roles Committee shall indicate (a) the date of implementation and (b) if additional funding is required, how much, and for what period of time.

(*Minutes*, November 28, 1972, pp. 85-86.)

Budgeting Guidelines 1977-78

Recommended guidelines for preparation of the 1977-78 budget requests, as unanimously approved by the Postsecondary Education Finance Task Force, March 3, 1976, were included in the Red Book. . . . .

It was decided to consider each of the four paragraphs separately. Paragraph 1, Student/Faculty Ratios, was unanimously adopted, with the introductory clause offered by Regent Holbrook, and an amendment by Regent Billings to include "no lower than" in place of "substantially the same as." Paragraphs 2 and 3 were unanimously adopted, with the amendments offered. Paragraph 4 was adopted later in the meeting, on motion of Regent Stucki, seconded by Regent Overfelt. The text of the 1977-78 budget guidelines [as adopted] follows:

> The following data should be developed for informational and background purposes only:
>
> 1. *Student/Faculty Ratios*
>
> It is recommended as a general guideline that the 1977-78 student/faculty ratios remain no lower than the Board's recommended student/faculty ratios for 1976-77 (per pages 43-44 of the Gold Book). Any change from this guideline would require specific justification.
>
> 2. *Faculty and Staff Salary Increments*
>
> It is recommended that we follow the same policy as agreed to by the presidents for 1976-77, as follows:

a. Faculty salary levels and increments to be requested by each individual institution as justified with respect to comparable institutions and other relevant data, including cost and faculty workload data.

b. Staff salary levels and increments to be determined in relation to State personnel studies and/or other compensation rates within the community where the institution is located.

3. *Price Level and Priority Increases*

It is recommended that the June 30, 1976 Consumer Price Index (C.P.I.) be utilized as a working figure for price level adjustments to the base (excluding faculty and staff salary increments covered in No. 2 above), and that this be adjusted by the staff of the Office of the Commissioner when the October 1, 1976 C.P.I. is released. All other priority increases, including fuel and power, are to be justified separately.

4. *New Program Funding*

It is recommended that funding for new programs (approved by the Board of Regents) be justified separately within the budget request (on forms provided.

(*Minutes*, April 19, 1976, pages 293-296.)

BUDGETING, LINE ITEMS FOR STATEWIDE PROGRAMS

Chairman Hatch reported that it would assist the Legislature to have certain line items requested for statewide programs identified more fully. He offered a motion to transfer the following line items from the appropriation to the Board of Regents, as follows: (1) of $681,000 recommended to be appropriated for statewide television, transfer $397,000 and $91,000, respectively, as line items to the University of Utah for operation of KUED and the County Translator System, and $118,000 to Utah State University for the TV Production Center, leaving $75,000 in the Office of the Commissioner for administration; (2) of $468,000 for the Cooperative Nursing Program, $312,000 be transferred to Weber State College and $156,000 to the University of Utah as line items; (3) that $174,000 shown for computer services be transferred as a line item to the Weber State College Computer Center. Regent Simmons seconded and the motion was unanimously adopted.

(*Minutes*, January 27, 1975, page 217.)

BUDGETING: REHABILITATION FEE WAIVERS

The State Board for Vocational Education currently pays full costs for rehabilitation students at the two Technical Colleges, but only half of the costs for these students at the other seven institutions. The question to be resolved, Vice Chairman Stucki said, was whether to request State funds to continue pre-

sent practice or to do nothing and thereby require 100 percent funding of rehabilitation students at all institutions to make the program uniform throughout the System.

Regent Billings offered a motion, seconded by Regent Plowman, *not* to request State funding for rehabilitation waivers. He pointed out that this would have the effect of leaving anticipated rehabilitation payments in "Other Collections," which would then be out of balance if the program were not funded. The desire of this Board to have the program funded fully through the State Board for Vocational Education should be made clear to the Legislature in a footnote in the budget recommendations. It is felt that this is another welfare item which should not be in the higher education budget. The motion was adopted with one dissenting vote (Regent Harward). (*Minutes*, September 16, 1975, page 110.)

Budgeting, Reporting of Institutional Funds

In order to present an accurate picture of budgets, Chairman Hatch offered a motion that forms developed by the Office of the Commissioner in its study for Board consideration April 29, 1974, of possible guidelines, needs, revenue prospects, and desirable figures for 1975-76, include place for reporting of revenues and expenditures of System institutions, including investment funds and revenue. Regent Maughan seconded.

. . .

Chairman Hatch restated his motion, that possible recommendations and guidelines for 1975-76 budget preparation, April 29, 1974, include recommendations for method of accounting for private revenues and investment funds that are not included in the state budget, and recommendations on how to standardize the "Education and General" definition with respect to research and other costs so they would be comparable for all institutions. Regent Maughan seconded.

. . .

Regent Plowman offered an amendment to the motion, seconded by Regent Monson, to divorce from the motion the reporting of private gifts and grants, but to provide for their reporting separately from other accounts. The amendment was unanimously adopted followed by unanimous adoption of the Hatch-Maughan motion.

(*Minutes*, February 26, 1974, pages 252-254.)

Salaries and Retirement

Chairman Hatch offered a motion to instruct the Office of the Commissioner to advise the Higher Education Appropriations Subcommittee, and *all* sponsors of legislation that would affect retirement, of the problem of including TIAA-

CREF retirement programs at the various institutions in any proposed adjustments under the state retirement plan. The formula enacted for state employees should be extended to TIAA-CREF participants as well. Regent Peterson seconded and the motion was unanimously adopted.

Chairman Hatch then offered a motion to instruct the Office of the Commissioner to contact sponsors of legislation concerning cost-of-living increases for state employees, to attempt to expand said legislation to include classified employees at the state colleges and state universities, or to include provision in the Appropriation Act to fund these classified employees at the same level as comparable state classified employees. Regent Peterson seconded and the motion was unanimously adopted.

(*Minutes*, January 28, 1975, page 263.)

President Nelson and Sorensen both expressed concern at the consequences if such funds are not forthcoming, either from vocational funds administered by the State Board for Vocational Education or alternative sources. They said they would like to see the issue decided by the Legislature.

Chairman Hatch said we must realistically face the fact that we cannot raise budgets 28 percent this year. He offered a motion to assume in the budget recommendation that collection estimates for the two Technical Colleges can be maintained at existing levels; and, if such funds cannot be obtained from the State Board for Vocational Education, work programs will have to be revised. Regent Plowman seconded and the motion was unanimously adopted.

BUDGETING, "SOFT" TO "HARD" MONEY

Commissioner Durham reviewed the question: "To what extent should new State appropriated dollars ('hard' money) be added to institutional budgets to replace Federal grants ('soft' money) which have expired?" A schedule of current requests, totaling $731,010, was included in the "Blue Book," (Institutional Budget Requests, 1976-77), page xx: . . .

Chairman Hatch offered a motion that the Board *not* replace soft money with hard money, but that it review each item . . . with each institution on the basis of merit. He said the Board should not set a precedent of picking up programs cancelled by the Federal Government. Regent Holbrook seconded and the motion was unanimously adopted.

In response to President Bishop concerning institutional criteria to be applied to Federal programs, Chairman Hatch said the basic policy of the Board has been that when a program is aproved that is 100 percent Federal funded, and is subsequently abandoned by the Federal Government, the Board will not pick it up with State funds but will review it as if it were a new program. The general guide is that no hard money replaces soft money.

(*Minutes*, September 16, 1975, pages 99-100.)

BUDGETING, SPECIAL INSTITUTIONAL

Mr. Hatch suggested the need for a study to determine the existence, sources, and amounts of any special funds at any or all of the institutions, other than included in the institutional budget requests. He offered a motion to instruct the Office of the Commissioner to conduct such a study and to present a report to the Board at the October meeting, after reviewing Attorney General's opinions pertaining thereto. Mr. Hatch noted that such information should be included in the budget presentation to the Legislature and that the Committee, before preparing its budget recommendations to the Legislature, should be aware of the types and varieties of funds and the income involved. Mr. Billings seconded the motion, which was unanimously adopted. (*Minutes*, September 25, 1973, page 50.)

BUDGETING: TIAA-CREF RETIREMENT CONTRIBUTIONS

The Board had under consideration a possible statutory amendment permitting adjustment of TIAA-CREF retirement contributions to match the State Retirement System. The State presently contributes 10 percent for employees on the TIAA-CREF program. The statutory amendment, if passed, would have the effect of increasing the State contribution to 12.10 percent of the sum of the employee's salary, effective July 1, 1976; 13.15 percent effective July 1, 1977; and 14.20 percent effective July 1, 1978 - equal to the State Retirement System.

Regent Billings offered a motion that the Board *not* increase TIAA-CREF funding to match the State Retirement System. Regent Dougan seconded. Regent Billings said his motion intended, however, that an institution could fund any or all of the additional amount from salary increases if it so decided. At the suggestion of Regent Dougan, an amendment was added to request the Legislature to remove the statutory provision for a 10 percent lid on retirement contributions.

Presidents Gardner and Taggart pointed out several considerations: (1) the anticipation of a substantial shift from TIAA to State Retirement if the former were not funded, requiring additional institutional contributions; (2) salary inequities for institutions having a large proportion of TIAA participants, (3) inability to recruit; (4) administrative difficulties. Based on the discussion, Regent Billings posed the question to President Gardner: "To be realistic, is it more important to raise TIAA or to fund other priorities, assuming both cannot be had?" President Gardner responded that if the State Retirement System had not been adjusted, he would not favor the adjustment in TIAA but would favor improvement of undergraduate instruction. Since it had been adjusted, however, he found it necessary to support the additional TIAA.

Subsequently, Regent Billings withdrew his motion and substituted one to approve the amount of $970,800 as the cost of funding an increase in the State

contribution to TIAA-CREF annuities to 12.10 percent in fiscal year 1976-77, on the basis of a 7.8 percent increase in salaries; to recommend legislative amendment of UCA 53-35-1 to permit additional contributions; and to cooperate with the Legislature in making a study to assure as fully as possible comparability between State Retirement and private programs. The latter provision was added as an amendment by Regent Holbrook and accepted by Regent Billings and Regent Dougan as second to the motion. The motion was adopted by unanimous vote. (*Minutes,* September 16, 1975, pages 109-110.)

BUDGETING: TIAA-CREF RETIREMENT CONTRIBUTIONS

In connection with the earlier Board action (See pages 108-110) recommending funding to equalize TIAA-CREF retirement contributions with the State Retirement System, and recommending a proposed amendment to Chapter 53-35-1, Utah Code Annotated, to permit increased contributions, Commissioner Durham recommended that the proposed amendment include the concluding sentence proposed by Dr. Arvo Van Alstyne in a letter dated October 9, 1975. Regent Billings offered a motion to so provide, which was seconded by Regents Hatch and Monson and unanimously adopted. The language reads:

> In the event that the rates of employer contributions authorized for the State Retirement System are increased above or decreased below the rates herein prescribed, the maximum employer contribution rates authorized by this section for the Board of Regents shall be deemed to be modified to an identical extent, in order to carry out the intent of the Legislature that the authorized contribution rates for old-age annuities and retirement programs at institutions in the State System of Higher Education shall be parallel to those provided for funding of the State Retirement System.

(*Minutes,* October 29, 1975, pages 130-131.)

BUDGETING PROCEDURE: WORKING DEFINITIONS FOR BUDGETING PURPOSES (1976-77) AND REPORTING FOR 1975-76 FISCAL YEAR

Full-time Equivalent Regular Faculty

A full-time equivalent shall be determined on the following basis:

1. An individual hired for the academic year, by appointment, whose primary assignment is teaching. Their contact hours as to a full load will be determined by the institution in relation to any essential departmental policy or discipline, approved by the administration. For example, a retired professor teaching three hours each quarter in the Department of Physics, at a very modest stipend, would be counted as one-third FTE faculty if the teaching load established for the Department of Physics by the University of Utah is 9 hours. If the teaching load has been established at 12 hours, such an individual would be counted as .25 FTE faculty, and so on.

2. Any administrative staff or part-time lecturer teaching a class in addition to his other duties shall be prorated and equated to an FTE basis by use of hours of credit the class carries in relation to a full-time load as determined by college department or discipline policy approved by the administration (indicated in Item 1 above). For example, if the Vice President for Administrative Services teaches one course in Management, for 2 hours credit, in one quarter, once a year, and if the teaching load in the Department of Management is 12 hours, the Administrative Vice President would be listed as one-sixth FTE faculty member for that particular quarter, or on the basis of the entire year, one-eighteenth or the appropriate decimal fraction thereof for the entire year.

3. Regular faculty members who have reduced teaching assignments with part of their time related to research or other assignments shall be prorated to an FTE by use of hours of credit the class carries in relation to the full-time load as determined by college department or discipline policy as approved by the administration. For example, a professor of chemistry, who is authorized by the institution to conduct and administer a research grant involving shale oil extraction, and is on part salary from the Department of Chemistry budget, devoting part time to the research project, and who teaches a 6-hour load each quarter, would be counted as one-half FTE faculty member if the full load in that particular university department is 12 hours per quarter, and so on.

B. *Graduate Teaching Assistants and Wage-Rated Instructors*

Graduate teaching assistants and wage-rated instructors having class teaching responsibility shall be prorated on a FTE basis, by using hours of credit the class carries in relation to a full-time load of faculty within the same department.

Teaching assistants and wage-rated instructors will be reported separately to 1 and 2 above on an FTE basis.

C. *Classified Personnel*

"Classified personnel" includes employees who are on a specific pay plan based on length of service and merit. The pay plan is based on job specifications which include job descriptions and job grades. Although middle managers and above may be included in the pay plan or pay scale, they are generally exempt from the term "classified personnel."

For the purpose of reporting classified personnel salaries and wages, it is recommended that the salaries of office, trades and maintenance, custodial and service employees be included in this category. Administrative staff such as buyers, assistant purchasing agents, assistant controllers, research assistants and below should also be included as classified staff personnel.

D. *Administrative Staff*

Personnel who have jobs considered to be above the level of first-line supervisors will be excluded, or exempt, from the category of classified personnel. These jobs will include or be similar to purchasing manager, director of the budget, controller, director of financial aids, director of finance, director of physical plant, vice presidents, provosts, assistants to presidents, administrative department heads, etc. (*Minutes,* July 21, 1975, pages 9-10.)

OVER-COLLECTIONS

Chairman Simmons offered a motion, seconded by Mr. Stucki, and unanimously adopted, to approve the following policy on over-collection of dedicated credit items:

All funds from over-collection of dedicated credit items (for Education and General revenue), in excess of the work program, shall be placed in a contingent fund account. Expenditures from this contingent account shall be subject to recommendation by the president and approval of the State Board of Regents, which shall thereafter submit any revision to the State budget officer in accordance with U.C.A. 63-38-9.

Any balances remaining in such accounts as of June 30 shall be subject to use as dedicated credits upon determination by the State Board of Regents, including funding of subsequent year's budget recommendations.

The surplus balance forward out of approved work programs is not included in this resolution.

It is understood that such contingency fund accounts shall be reflected in a balance sheet at each institution as a matter of reporting.

(*Minutes,* January 29, 1974, page 220.)

OVER-COLLECTIONS

Regent Stucki offered a motion to restrict further expenditure of over-collections in the current fiscal year until final appropriation figures are obtained from the Legislature, at which time amended work programs could be considered, based on critical needs, but with the objective of carrying over uncommitted funds where possible! recognizing, however, that the institutions have committed some over-collections because of necessity, and approving those. Regent Plowman seconded and the motion was unanimously adopted. (*Minutes,* November 26, 1974, page 183.)

SURPLUS, POLICY PROHIBITING USE OF CARRY-OVER FOR SALARIES

Following the May Board meeting, Regenut Holbrook directed a letter to Commissioner Durham suggesting that he formulate a recommendation on this subject. Commissioner Durham reported that the Council of Presidents, at its

meeting June 8, 1976, had considered and recommended language. On motion of Regent Stucki, seconded by Regent Plowman, the Board unanimously adopted the following policy statement:

> It is the policy of the Board of Regents that carry-forward funds from one fiscal year cannot be used to adjust salaries for the subsequent fiscal year.

(*Minutes*, June 25, 1976, page 350.)

Dues and Memberships of Institutions

On motion of Regent Peterson, seconded by Regent Overfelt, the Board unanimously adopted the following resolution regarding payment of dues and membership of institutions of the Utah System of Higher Education (pursuant to Item 57 of the Utah Appropriations Act for 1975-76):

> The president of each state university and state college is authorized to approve the payment of organizational dues and memberships as required and deemed necessary for the effective operation of said state university or state college, its authorized colleges, schools, departments, and agencies, in accordance with its basic role assigned by the State Board of Regents.
>
> Funds administered by any institution will not be used to acquire memberships in associations required or desired by individuals with current employment assignments. Where such memberships are essential to the effective operation of an institutional program, exceptions may be made only with the authorization of the president or appropriate administrative officers designated by him.
>
> Appreciation is expressed to the Governor and Legislature for recognizing that the nature and extent of university and college affiliations do not lend themselves to statutory controls, but, that in the interests of the cultivation of learning and the advancement of knowledge, such matters are properly the concern and responsibility of the Board of Regents and the institutional officers responsible to them.
>
> It is also recognized that it is essential for the universities and colleges to maintain affiliation with a broad range of organizations for purposes of free flow of knowledge, information exchange, accreditation, the enhancement of professional development, service to students, and, that the promotion and maintenance of effective research programs, particularly at the university level ,are almost wholly dependent upon such affiliations and exchanges.
>
> It is also declared to be the policy of the State Board of Regents that all expenditures for institutional membership fees and association dues should be carefully examined and controlled in the interests of the foregoing purposes and also for purposes of public accountability.

(*Minutes*, September 16, 1975, pages 68-69.)

FRINGE BENEFITS STUDY

Regent Stucki offered a motion to assign to the Higher Education Finance Task Force the responsibility of analyzing the total fringe benefits program and presenting recommendations to the Board for a Systemwide program to be adopted by every institution, including the possibility of Systemwide competitive bidding for insurance programs. Regent Bulloch seconded the motion. Chairman Simmons suggested that the Task Force also be requested to give study to self-insurance; further, that its report to the Board state the dollar cost, and the additional dollars, that its recomendations would entail. The study should include sabbatical leave policies.

Regent Stucki clarified, in response to question from Regent Holbrook, that his motion was to request the Task Force to present a recommendation for a fringe benefits program that would be uniform throughout the System. Policy considerations can be debated at that time.

Regent Huggins suggested inviting input from the presidents before adopting a policy. There is wide variation in employee benefits among the institutions, he noted, and there may be reasons therefor. Regent Stucki pointed out that the Task Force includes representation from each institution.

The motion was unanimously adopted. (*Minutes*, July 21, 1975 page 9.)

Grants/Gifts and Contracts

Statutory Provisions

Section 20. Board to be designated state educational agency to negotiate and contract with federal government — Institutional and private grants and related contracts authorized — Specific powers of institutions enumerated when authorized by board — Contracts and grants involving use of facilities to be approved by board.

(1) The board shall be the designated state educational agency authorized to negotiate and contract with, the federal government and to accept financial or other assistance from the federal government or any agency thereof, in the name of and in behalf of the State of Utah, under such terms and conditions as may be prescribed by congressional enactment designed to further the cause of higher education. Provided, further, that nothing in this act shall be construed as to alter or limit authorization of the state building board to act as the designated state agency to administer programs in behalf of and accept funds from federal, state and/or other sources for the benefit of post high school education.

(2) Subject to policies and procedures established by the board, the administration of the several institutions under the jurisdiction and control of the board, colleges, departments and individual employees of said institutions may apply for and receive institutional, departmental, or individual grants or research and/or development contracts in the fields of science, health, education, natural resources and such other fields as are within the educational role of the recipient institution, college or department. Such authorized programs may be conducted by and through any institution, college or department or by and through any foundation or organization which is established for the purpose of assisting the research unit in the accomplishment of its purposes.

(3) Any institution, college or department or its foundation or organization engaged in a program authorized by the board may:

(a) Enter into contracts with federal, state or local governments or the agencies or departments thereof, with private organizations, companies, firms or industries, or with individuals for conducting such authorized programs;

(b) Subject to the approval of the state agency responsible for the management of the respective institution, conduct activities concerning such authorized programs within any of the penal, corrective or custodial instituions of this state and engage the voluntary participation of the inmates thereof in such programs;

(c) Accept contributions, grants or gifts from any private organization, company, firm, industry or individual, or any governmental agency or depart-

ment for such programs for the advancement of research or development in the fields of science, health, education, natural resources and such other fields as are within the educational role of the recipient institution, college or department; and enter into agreements or cooperative undertakings with any private organization, company, firm, industry or individual, or any governmental agency or department with respect thereto, including matching funds from such sources with funds otherwise available to it;

(d) Retain, accumulate, invest, commit and expend the funds and proceeds from such authorized programs; including the acquisition of real and personal property reasonably required for the accomplishment of the same, provided; however, that no portion thereof may be diverted from or used for purposes other than those authorized or undertaken pursuant to the provisions hereof shall ever become a charge upon or obligation of the State of Utah or the general funds appropriated for the normal operations of such institution, college or department, unless specifically so specified elsewhere in the act.

(4) All contracts and research or development grants or contracts requiring the use or commitment of facilities, equipment or personnel under the jurisdiction and control of the board or the institutions governed hereby, shall be subject to the review and approval of the board.

RESEARCH AND GRANT PROGRAMS, RESOLUTION OF OCTOBER 24, 1972

On motion of Chairman Hatch, seconded by Mr. Holbrook, the Board unanimously adopted the following resolution:

WHEREAS, a major function of Utah's state universities has been to maintain the constant generation of new knowledge through research and grant programs; and

WHEREAS, the entire academic structure, both graduate and undergraduate, looks to these programs for both financial and teaching support, knowing that Utah institutions have not the means to fulfill their present advanced roles without such support; and

WHEREAS, Utah's two state universities, the University of Utah and Utah State University, have continued to increase their ability and success in generating research contracts while other states have remained almost static; and

WHEREAS, the level of research funding in 1971-72 rose to an all-time high with the University of Utah generating $35 million in contracts and Utah State University generating $18 million; and

WHEREAS, the State of Utah benefits greatly from research contracts which pay Utah salaries, create businesses and in general improve the economic position of the State; and

WHEREAS, investigation and analysis by the Office of the Commissioner and the State Board of Regents have determined that the research function is vital to the health and welfare of the member institutions, especially now when competition for new contracts is increasingly severe; and

WHEREAS, with state support and confidence this measure of success in obtaining research and grant support has been achieved in the past, and potential sources remain yet untapped;

BE IT THEREFORE RESOLVED, that the State Board of Regents places its firm support behind the research and grant programs at the University of Utah and Utah State University, recognizing that when carried out under agreement with the various governmental agencies and private sponsors of research and grant programs, they are of vital importance to the institutional graduate and undergraduate and instructional programs, faculty members and students, and have a significant favorable impact on the economy and the education of the State.

(*Minutes,* October 24, 1972, pages 60-61.)

Reimbursed Overhead

(As *Revised* November 28, 1972 and Amended April 24, 1973) *

PURPOSE

In order to obtain uniformity, this policy statement prescribes principles and guidelines to be followed by all institutions, under direction of the State Board of Regents, in accepting any or all funds and conducting programs for sponsored research, other separately budgeted research, training grants or programs, and other sponsored programs related to their approved academic role and mission (Appendix A); and to unify accounting procedures to be followed by each institution (Appendix B).

Policy

Recommended reimbursed overhead policy amendments are submitted for Board consideration and approval. Sections 1 through 5 remain as approved by the State Board of Regents, November 23, 1971, with slight changes for clarification.

Reimbursed Overhead Policy

1. The State Board of Regents hereby establishes a separate budget policy for the use and disbursement of 25 percent of indirect costs-reimbursement receipts from all research and contract activities at the institutions. The remaining 75 percent of indirect costs-reimbursement receipts shall be budgeted annually as Education and General Fund revenue. This policy recognizes that development of research activities, reimbursement of direct research expenses, matching funds for equipment, remodeling projects, and support of certain faculty proposal activities are both desirable and necessary at the state's universities, or in connection with any substantial research programs authorized elsewhere in the System.

2. The Board reserves the right to alter the percentage of indirect costs or any of the above procedures for budgeting, accountability and justification from time to time, and authorizes annual Administrative examination of these transactions by the Associate Commissioner for Business Affairs from original and any other institutional records for the use of the Board.

* See *Minutes*, November 28, 1972, page 85, and *Analysis and Policies on Overhead Reimbursement Income*, Adopted November 28, 1972, pages 21-34. See *Minutes*, April 24, 1973, page 200.

3. In order to establish proper budgetary control, reporting and accountability, the president of each affected institution shall submit, by June 1 of each year, a special budget generally describing the proposed total revenues and expenditures from these indirect costs for the coming fiscal year. This budget shall be submitted to the Budget and Finance Committee, through the Office of the Commissioner, by June 1 for approval by the Board at the June meeting annually.

4. The authority for assigning institutional priorities for expenditures from this 25 percent fund established in paragraph 1 is delegated to the President of each of the instittuions with the understanding that major deviations from his annual special budgets shall be approved by the Budget and Finance Committee upon written noification from each respective President, through the Office of the Commissioner. The President of each institution shall submit a written report of actual total revenues and expenditures, through the same channels, within 60 days after the end of each fiscal year, and be requested to appear before the Budget and Finance Committee or Board to explain and justify such expenditures.

5. The accounts, records, and reports of all member institutions shall be open to the Board, its Budget and Finance Committee, and the Office of the Commissioner working through the Associate Commissioner for Business Affairs.

6. It is recognized that working capital is required to finance reimbursement type contracts. Necessary increases in working capital will be determined annually be the institution and submitted to the state board of regents, through the commissioner's office, for approval as part of the special budgets described in paragraph 3. Procedures and accounting shall follow those outlined in appendix "B", attached hereto, which hereby becomes a part of this policy.

7. All institutions under the state board of regents shall adhere and follow this policy and attached appendixes "A", "B" and "C".

8. The effective date of this amended policy shall be as of July 1, 1972.

(Adopted by the State Board of Regents in regular meeting November 28, 1972.)

SCOPE

This policy applies to receipts from every research, training grant, or public service program awarded to the institution by any governmental agency, corporate, private or other sponsor.

DEFINITIONS

All contracts or agreements to provide services by institutional personnel, except for normal educational services, usual departmental sales and services and specific agency services, will be grouped into one of the following four categories:

1. *Sponsored Research.* Research activities performed in accordance with the conditions of agreements with governmental agencies, corporate or private sponsors of a specified scope.

2. *Other Separately Budgeted Research.* Research divisions and activities, such as research bureaus, research institutes, and experiment stations as distinguished from "sponsored research."

3. *Training Grants or Programs.* Those programs carried on for training students and/or faculty, for which credit is given toward an academic degree.

4. *Other Sponsored Programs.* Activities, other than research or training programs, formed in accordance with the conditions of agreement with governmental agencies, corporate or private sponsor, to conduct programs of specified scope. Includes public services such as statewide surveys, agricultural extension programs, and radio and television stations.

The above four categories should contain payments made to the institution by the sponsor of a research grant or other program to cover all or part of the indirect costs resulting from rendering the service contracted for. In case of a lump sum contract, it would be the difference between total direct costs and the total contract amount.

Acceptance of Contracts and Grants

The resolution as adopted by the State Board of Regents, and contained within the minutes of the Board of October 19,1971, pages 58 and 59, shall be adhered to. Copy of this resolution follows:

RESOLUTION

APPROVAL OF INSTITUTIONAL TRAINING GRANT PROPOSALS

WHEREAS, Section 63-40-4 U.C.A. (1953) provides that all training grant applications for federal assistance must be approved by the Governor prior to submission to the outside agencies; and

WHEREAS, the approval by the Governor is to be based on any requirements for matching state funds; and

WHEREAS, since the volume of proposals is extremely high and individual proposals often require personal conferences with program leaders with full interpretations; and

WHEREAS, the requirements between notification and deadlines for receipt of applications may from time to time be only a few days; and

WHEREAS, the time required for federal agency review of applications is six months or more;

BE IT RESOLVED, that applications for assistance submitted to governmental agencies by institutions of higher education are hereby given approval, provided that said applications comply in every particular with the requirements therein stated:

1. It is understood that approval is final unless requested to be withdrawn in writing to the Board of Regents by the Office of the Governor prior to the date of the award of the project which has been applied for.
2. Each application shall be for training grant proposals that are clearly within the assigned role of the applicant institution.
3. There is no implication in the proposal that the State of Utah will assume increased financial responsibilities for the proposed program during and following its operation.
4. That at the end of each month the applicant institutions will send a summary report of proposals covered under Paragraphs 2 and 3 supra to the State Board of Regents, on the "Notification of Intent" form provided by the Utah Federal Assistance Management Program. The report shall give titles, program leaders, departments or divisions involved, summary of provisions, and a brief summary of work to be undertaken for each proposal.
5. The summary report will be reviewed by the State Board of Regents and transmitted to the Governor's Office, and upon request, to be supplemented with copies of the detailed application or proposal.

APPENDIX A

ACCEPTANCE OF CONTRACT AND GRANTS CRITERIA

In addition to the adopted resolution, . . . the following items are hereby incorporated as Appendix A:

1. All contracts for research that bear *no overhead reimbursement cost* should be justified in writing and recorded in the research administration office of the institution that the project contributes to the educational program and role assignment of the instituion.
2. Contracts or grants for less than the finalized overhead rate (1 above) should be justified on the basis of educational value and approved by a responsible officer of the institution or a committee designated by the president for such purpose. Acceptance of research contracts, training grants, or contracts for other sponsored programs shall be in conformity with the Board of Regents resolution as stated.
3. Criteria shall be established and outlined by each institution for determining educational value of the proposed research or training grant. Some

suggested areas of such criteria are: (1) How many students will be involved? (2) Are the students to be involved working toward a degree? (3) Is the contract funding a post-doctoral program? (4) How much of the contract or grant money will be spent in Utah? (5) How much faculty and other personnel released time will be required to accomplish the proposed project? (6) What would formula be for such released time and compensation? (7) Of what educational value is the contract project to the institution as contrasted with the principal investigator? (8) Will existing assigned space be utilized? (9) Will new personnel be added producing pressures for more space? (10) Will the grant cover costs of all equipment and services required, including computer services, without obligating other institutional funds?

4. Training grants for less than fully funded costs shall be justified for educational value. Student credit hours produced on fully funded training grant programs will be reported separately from the student credit hours produced by education and general funds (State appropriation, student fees, etc.).

5. Nothing in the institution's criteria for waiver of full recovery shall supersede the Board of Regents resolution adopted on November 23, 1971, or their responsibilities as outlined in Section 20, paragraph (4) of the Higher Education Act of 1969.

The procedure for entering into contracts as outlined in the Board minutes dated June 30, 1969, and October 27, 1970, shall continue to be followed by the president of each institution of higher education. Page 13, paragraph 3, of minutes of the Board of Regents of June 30, 1969 states the following:

"The Board temporarily delegates to the institutional councils and presidents power to enter into contracts for maintenance, research grants, and continuing programs of the institution involving amounts not over $500,000 at the two universities; $250,000 at the four-year colleges; and $100,000 at the two-year colleges; and that this delegaion of power may be withdrawn at any time the Board sees fit."

Page 76, Minutes of the Board of Regents of October 27, 1970 states the following:

"PROCEDURES FOR HANDLING GRANT APPLICATIONS AND CONTRACT PROPOSALS

"Motion 1. All grant applications and contract proposals submitted by member insitutions of higher education shall be approved by the State Board of Regents to insure that the project described is clearly within the specified role of the institution. This will be done by each institution submitting to the State Board of Regents a monthly listing of all grants and proposals submitted during the preceding month, with a short

description of each project. If, in project does not fall within the role assigned to the institution which submitted it, that application or proposal will be immediately withdrawn.

"*Motion 2.* For proposals with budgets greater than $500,000 per year, which require specific Board approval, the president of the institution will give a description of the project to the Board in his regular report and request approval at that time. In those cases where applications or proposals cannot be approved by the Board before submittal for reasons which are deemed justifiable by the president, he may sign them and authorize their submittal. He will then report his action at the next Board meeting with a description of the project and a request for approval in his regular report. It is understood that a proposal can be withdrawn at any time before an award is made if the Board should not approve the project retroactively."

APPENDIX B

ACCOUNTING AND REPORTING

PURPOSE:

This section of the Uniform Accounting Manual is issued to outline the accounting procedure to be followed for uniformity among all institutions in implementing the reimbursed overhead policy of the Utah State Board of Regents.

DEFINITIONS

This section applies to any and every contract or agreement by which the institution commits its personnel or resources to render a service which appropriately fits into one or the other of the following four categories:

1. *Sponsored Research.* Research activities performed in accordance with the conditions of agreements with governmental agencies or any other outside organizations or persons of specified scope.
2. *Other Separately Budgeted Research.* Research divisions and activities, such as research bureaus, research institutes, and experiment stations, as distinguished from "sponsored research."
3. *Training Grants or Programs.* Those programs carried on for training students and/or faculty for which credit is given toward an academic degree.
4. *Other Sponsored Programs.* Activities, other than research, performed in accordance with the conditions of agreement with governmental agencies or any other outside organizations or persons to conduct programs of

specified scope. Examples are: programs such as Upward Bound, Head Start, Community Action Programs, other types of special programs, educational undertakings in foreign countries, and surveys.

ACCOUNTING AND REPORTING PROCEDURE

1. Each and every agreement or contract covered by this procedure will be assigned an individual project account number in the appropriate Restricted Fund to which all revenues and expenditures will be credited or charged. The project account will show: total income, total expense, personal service, travel, other expense, equipment and overhead charged.

2. When overhead reimbursement is charged to a project account, or an adjustment is made to increase a prior overhead reimbursement charge, the project account will be debited and an account entitled "Overhead Reimbursement Billed" will be credited. If the entry is for an adjustment which reduces an excessive overhead reimbursement charge, the project account will be credited and the "Overhead Reimbursement Billed" account will be debited.

3. As soon after the close of a calendar quarter as practical, the reimbursement received in the "Overhead Reimbursement Billed" account will be allocated in accordance with the Overhead Policy. The amount of reimbursed overhead allocable to the Unrestricted Fund will be transferred from the Restricted Fund as Education and General revenue or revenue of other line items. That portion of the overhead reimbursement allocable to the Overhead Reimbursement Research Development Account will be transferred to that account in the Unrestricted Fund.

4. That portion of overhead reimbursement which the Reimbursed Overhead Policy authorizes the institution to retain and spend under priorities determined by the president shall be accounted for in such a way as to record the expenditures by object within college or other division of the institution.

   By February 15 and September 15, the institution will submit to the State Board of Regents a report for the previous six-month period ending December 31 and June 30, respectively. This report should show the balances available in the Overhead Reimbursement Research Development accounts at the beginning of the period, receipts during the period, expenditures and encumbrances during the period, and the unencumbered balance at the end of the period for each college or division receiving the use of this money. However, if the institution elects to keep records of departmental activity, the report may be made accordingly.

   The annual detailed financial report of the institution will identify the revenue, expenditures, encumbrances, transfers, and other changes in bal-

ances of the Overhead Reimbursement Research Development accounts on the accrual basis.

5. Working capital required to finance reimbursement type contracts will be determined annually by each institution of higher education. Increases in working capital, when approved by the State Board of Regents, and in accordance with Item 6 of the Reimbursed Overhead Policy, should be transferred from the Overhead Reimbursement Research Development account to an account entitled Research Working Capital Due to the Overhead Reimbursement Research Development account.

6. a. The University of Utah as of June 30, 1971, had a $1,000,000 Restricted Working Capital set up as due to the General Fund, and when it is liquidated or reduced, it will be deposited with the State Treasurer as dedicated credits.

   b. All new and additional Research Working Capital Funds will be generated by allocations from the Overhead Reimbursement Research Development account, and when any of these funds can be reduced, the excess will be transferred back to the Overhead Reimbursement Research Development account.

   c. The Allowance for Overhead Adjustments account at the University of Utah, in the ammount of $436,972 as of June 30, 1971, and $430,300 as of June 30, 1972, will remain on the books until such time as negotiations resulting from the federal audit of overhead billings through June 30, 1972 have been completed. Disallowances resulting from the federal audit for years prior to June 30, 1972, which is currently in process, will be charged to the Allowance for Overhead Adjustments account rather than the Overhead Billed account. Any remaining balance in the Allowance for Overhead Adjustments account will be applied to the Overhead account deficit, any excess thereafter being included in dedicated credits and deposited with the State Treasurer.

7. Each institution of higher education which enters into agreement with federal and state governmental agencies to perform research, training, or education services, whether by contract or grant, *may* set aside a portion of the reimbursed indirect costs related thereto, before allocation of such reimbursed indirect costs between the State of Utah and the institution, for the purpose of establishing and maintaining a reserve for disallowance of direct and indirect research contract and grant costs. The amounts set aside in each accounting year for such a reserve shall not exceed the lesser of: (a) a sum which is the result of multiplying the institution's current year's total billing on contracts and grants by .1% (one-tenth of one percent), or (b) an amount required to adjust the total reserve balance at fiscal year-end to an amount equal to .5% (five-tenth of one

percent) of the current year's total billing on contracts and grants. The .5% (five-tenths of one percent) of the current year's total billing on contracts and grants shall be the maximum allowable reserve.

The reserve so established shall be used to absorb both major and minor disallowances of direct and indirect costs which result from a misinterpretation of the rules and regulations or errors in judgment. Disallowances resulting from negligence or violations of contract or grant rules and regulations shall be charged to the appropriate department or the Overhead Reimbursement Research Development account as the circumstances warrant.*

8. Each institution shall submit an annual report to the Board of Regents showing the matching monies for contracts or grants provided by the college or university. This report should indicate the source of matching money and the purpose for which the money was used. The report of matching monies is due September 15 of each year for the prior fiscal year ended June 30.

   Except when modified by the State Board of Regents' approved Accounting and Reporting Procedure, all institutions under its administration will conform their financial accounting and reporting systems to those outlined in "College and University Business Administration" revised edition of 1968, and the *Accounting Manual - Utah Higher Education* of November 1968, adopted by the Board in March 1971. Any deviation therefrom shall be subject to the rules of full disclosure. This disclosure shall be in writing to the Associate Commissioner for Business Affairs and to the Board of Regents through its Budget and Finance Committee.

REIMBURSED OVERHEAD POLICY, RESOLUTION OF APRIL 24, 1973

Vice Chairman Plowman referred to the Overhead Reimbursement Report for the period ended December 31, 1972, and offered a motion that it be accepted by the Board, as amended; that recommendations 1 through 9 on pages 37 and 38 of the report be approved. . . . The motion was seconded by Mr. Bulloch and was unanimously adopted.

1. It is recommended that the University of Utah be authorized to increase working capital by $250,000 from their "Overhead Reimbursement Research Development" allocation for the fiscal year 1972-73. This would bring total working capital to $1,500,000.

* Paragraph 7 was revised and the material here was adopted and inserted in motion of Regent Holbrook, seconded by Pappas, May 25, 1976. (*Minutes*, May 25, 1976, pages 322-323.)

2. It is recommended that all institutions, except Weber State College, allocate overhead reimbursement income as it is received, and that no deficit be incurred by over-allocation.

3. It is recommended that Weber State College continue to book and allocate overhead reimbursement income on the accrual basis.

4. It is recommended that Utah State University be permitted to deduct the overhead reimbursement income, required by contract to be used for support of the research laboratory at Bedford, Massachusetts, from total overhead reimbursement income before making the 75 percent - 25 percent allocation during fiscal year 1972-73 and the 86 percent - 14 percent allocation during fiscal year 1973-74.

5. It is recommended that, starting with January 1, 1973, the overhead reimbursement income of .8 percent for Research on Campus, at the University of Utah, which was negotiated to pay the cost of a Management Data Improvement Project, be excluded from total overhead reimbursement income before making the overhead allocations.

6. It is recommended that, effective July 1, 1972, Weber State College and Southern Utah State College exclude administrative allowances received from financial aid programs from overhead reimbursement income and use it for support of their financial aid programs, as the other institutions are doing.

7. It is recommended that Southern Utah State College, effective with fiscal year 1972-73, book and allocate overhead reimbursement income in the year received.

8. It is recommended that allocations of overhead reimbursement income be limited to income received at the University of Utah, Utah State University, and Southern Utah State College, and to overhead reimbursement income billed at Weber State College, and that no deficit be incurred during 1972-73.

9. It is recommended that the policy concerning submission of a budget for the following year, page 22, paragraph 3, be adhered to, but that the budget submission form be changed from Schedule II, pages 40 and 41, and Schedule III, page 42, to the form shown on page 40 of this report. It is further recommended that reports of examination be made, interim as of December 31, and annual as of June 30, of "Reimbursed Overhead Billed and Allocated" for the period indicated, and an analysis or report of projects funded and expenditures be submitted in the format of report submitted herein as of December 31, 1972.

These recommendations comply with the approved Overhead Reimbursement Policy as adopted by the Board of Regents on November 28, 1972—

other than format of budget submission. References—Budget Policy Book: pages 31-32, paragraph 4; page 32, paragraph 5; page 22, paragraph3; and pages 40, 41 and 42, Schedules II and III.

(*Minutes*, April 24, 1973, pages 198-200.)

REIMBURSED OVERHEAD POLICY: RETENTION OF 25 PERCENT AFFIRMED

Vice Chairman Plowman offered a motion, in the interests of the institutions and the state, that the Board stand on its well-considered policy; that the institutions be allowed to retain 25 percent of reimbursed overhead for research and development; that the institutions be instructed to prepare their budget requests for 1974-75 on that basis; and that the Board and the Office of the Commissioner be prepared to defend the policy before the next session of the Legislature. . . . Mr. Bulloch seconded the motion and it was unanimously adopted.

(*Minutes*, June 26, 1973, page 266.)

Investments

Investment Fund Accounting and Reports

Mr. Stucki offered a motion, seconded by Mr. Huggins, to authorize Associate Commissioner Myron R. Holbert . . . to design forms for the uniform reporting, by the institutions in he Utah System of Higher Education, of income received from investments. The motion was unanimously approved. (*Minutes,* December 21, 1971, page 99.)

Investment Policy

On motion of Mr. Plowman, seconded by Mr. Bulloch, the Board unanimously adopted the following policy pertaining to investments:

1. Each institution shall furnish by June 1, 1973, a copy of its investment policies approved by its Institutional Council to the Budget and Finance Committee of the State Board of Regents. All policies and procedures and contracts with investment counsel of the instittuion must be in writing and on file with the State Board of Regents Budget and Finance Committee.
2. All changes in the investment policy of an institution will be submitted to the State Board of Regents for approval after receiving the approval of the appropriate Institutional Council.
3. Each Institutional Council is delegated the full investment responsibility to function in compliance with this general policy.
4. The Institutional Council shall review and approve monthly each investment change on endowment investments and the institution gifts invested as endowments and all other investments.
5. Each institution shall report quarterly, 45 days following the end of each calendar quarter, to the State Board of Regents Budget and Finance Committee, the following:
   a. A detailed report of each security in the short-term and long-term investment portfolio of the institution, showing cost and market amounts, and maturity date where applicable.
   b. A summary of investment performance each calendar quarter, based on market value accounting in both percentage and dollar amounts.
6. The Institutional Council and administration shall submit, in writing, its investment policy and any changes therein to the Attorney General for a written opinion, and shall modify such policy to comply with the statutes of the State of Utah as interpreted by the Attorney General.

(*Minutes,* April 24, 1973, pages 197-198.)

INVESTMENTS, REPORTING AND INTERNAL CONTROL, POLICY ADOPTED SEPTEMBER 24, 1974 AS AMENDED APRIL 22, 1975.

Reporting Requirements and Internal Control Procedures for Investments and Securities by Colleges and Universities in the Utah System of Higher Education

The purpose of this . . . is to outline the extent of supervision and internal control required to fulfill the spirit of the following legislation:

Section 21 of the State Money Management Act in sub-section 2 states:

Each institution shall make monthly reports as to the deposit and investments of funds in its custody or control to its institutional council and the state board of higher education. The state auditor shall conduct or cause to be conducted an annual audit of the investment program of each institution. *The state board of higher education shall require such internal controls and supervision as are necessary to insure the appropriate safekeeping, investment, and accounting for all funds of these institutions and shall submit annually to the governor and the legislature a summary report of all investments by institutions under its jurisdiction.*

I. *Supervision*

The president and institutional council of each college or university in Utah shall be responsibile for investments made by the institution. Monthly investment reports shall be prepared by the president's staff, which disclose the beginning balances, investments purchased, investments sold, and the ending balances for each category of funds as described in Section 21 (1) b, c, d of the Money Management Act. (See page 5, Detail of Fund Categories.)

Reports submitted to the Board of Regents through the Office of the Commissioner shall be signed by the institution's president and shall be approved by the institutional council. These reports shall be subject to verification by the State Auditor and internal examiners of the Utah System of Higher Education.

II. *Reports*

Each institution shall report investment activity monthly to the Budget and Finance Commitee of the Utah State Board of Regents. This investment report shall include beginning balances, investment activity, and ending balances for the month. These monthly reports will be due in the Office of the Commissioner not more than seven (7) days after the institutional council meeting following the month end.

Reports of investments by authorized investment counsel will be reported on a one-month-delay basis. Reports of bond trustees will be filed annually, as of the fiscal year end.

Separate reports shall be filed for each investment pool. Investment pools shall not be combined for reporting purposes.

A detailed list of securities which comprise the institution's invesment portfolio shall accompany the monthly investment report of the institution for the months of June and December. A copy of the minutes of the institutional investment committee meetings shall accompany the monthly investment report.

Securities held in trust by others, which are neither in possession of nor under the management of the institution, but which are held and administered by an external fiscal agent, should not be included in the institution's investment portfolio. However, if the institution has legally enforceable rights or claims, including those as to income, such assets may be reported in the investment portfolio if properly described. The value of such funds should be suported by annual trust reports available to the institution.

An annual report of investments will be prepared by the Office of the Commissioner after receiving the internal audit reports of investment activity for a given fiscal year. The internal examiners of the Commissioner's staff and/or the institutions will conduct an annual examination of investment policies, procedures, accounting records, and safekeeping methods. This examination should be completed not later than September 30 of the year following the fiscal year being reported.

The annual investment report submitted to the Governor and the Legislature by the Board of Regents will be submitted for approval at the October Board meeting following the fiscal year being reported.

III. *Internal Controls*

A. *Cash Receipts for Investments*

1. Shall be handled by persons who do not handle securities or make decisions regarding the purchase of securities.
2. Deposits of proceeds from the sale of investments or from the income from investments shall be deposited intact without being used for cash disbursements at any intermediate stage.
3. A record of cash received shall be made at the earliest possible instant and proper safeguards shall exist so that such a record is properly made.
4. The handling of cash receipts shall be centralized in the business office and an official institution receipt shall be issued in the name of the payor. Receipts shall be serially numbered.
5. Persons handling cash receipts shall not have access to other records or procedures which cross-check their own accountability.
6. The accounting records shall clearly fix accountability if cash is transferred from one person to another.

B. *Cash Disbursements for Investments*

1. Disbursements shall not be made in cash.
2. Requests for checks shall be signed by at least two authorized persons and shall be supported by properly approved supporting documents, which are available for inspection by the persons signing checks or warrants. Manually signed checks shall be signed by two authorized persons.
3. If facsimile signature plates are used, precautionary steps shall be taken to safeguard against improper use of them by unauthorized persons. Those persons having access to signature plates shall be responsible supervisory personnel.
4. Checks shall be serially numbered.
5. Persons engaged in disbursement of monies shall not have access to records and procedures which provide internal checks on the disbursement procedures.
6. Securities may not be purchased on margin.

C. *Securities*

1. Securities shall be kept in a safe place under the direct responsibility of an authorized individual or trustee. Access to the vault or safety deposit box shall require two authorized individuals.
2. All purchases and sales of securities shall be properly authorized by an appropriate person or committee.
3. Detailed records of investments and securities shall be maintained.
4. There shall be a systematic procedure in effect for follow-up of interest and dividends, maturities, and for all types of conversions.
5. Investments made by the institution shall meet the requirements outlined in Section 21 of the State Money Management Act.
6. Securities may not be pledged as collateral for obligations of the institution except bond trustees in accordance with bond agreements.

D. *Pooling of Investments*

1. Except for temporary cash balances invested in short term obligations as authorized by Section 19 of the Money Management Act, funds may not be pooled for investment purposes unless the funds are all of the same investment category. For example, funds described in subsection 1 (b) of Section 21 of the Money Management Act should not be pooled with funds described in subsection 1 (c) or 1 (d) of Section 21 of the Money Management Act.

E. *Transfers of Investment Decisions*

1. The institutional council and president of an institution may transfer investment authority to investment counsel or the Utah State Treasurer upon prior approval of the State Board of Regents.

F. *Request for Removal of Gift Restriction*

1. An institution desiring to remove a restriction of a gift instrument shall submit its request to the Board of Regents for approval.
2. Release of restriction requires written consent of the donor if he is available.
3. If he is not available, an application by the institution to the district court must be made.

Fund Categories

Private and Federal Gifts and Grants

Section 21 (b). All funds acquired by gift, devise, or bequest, or by Federal or private grant shall be invested in accordance with the provisions of Section 20 of this Act, and the rules and regulations of the Money Management Council, unless terms of the gift or grant provide otherwise, in which event the fund shall be invested and managed in accordance with the standards specified in Section 33-2-1.

Funds Pledged for Debt Service

Section 21 (c). All funds pledged or otherwise dedicated to the payment of interest and principal of bonds issued by the institution shall be invested in accordance with terms of the borrowing instruments applicable to such bonds, but if no such provision is applicable, these funds shall be invested as provided in Section 19 of this Act and the rules and regulations of the Money Management Council.

Agency Funds, Loan Funds, Auxiliary Funds, Other Funds

Section 21 (d). All other funds in the custody or control of any such institution shall be invested as provided in Section 19 of this Act and the rules and regulations of the Money Management Council.

(See pages 6-11, attached document, for remainder of policy—quoting from the State Money Management Act.)

(*Minutes,* September 24, 1974, page 101; amended, *Minutes,* April 22, 1975, pages 409-410.)

Liability Insurance

LIABILITY INSURANCE: MOTION DECEMBER 19, 1972

Chairman Simmons offered a motion to authorize and direct the Office of the Commissioner to ask for bids and to purchase liability insurance for members of the Board, staff, institutional councils, presidents, and other administrative officers, as authorized by Opinion No. 72-045 of the Attorney General, dated October 19, 1972. Messrs. Millett and Bulloch seconded the motion and it was unanimously adopted.

Chairman Simmons further recommended and offered a motion to authorize and direct the Office of the Commissioner to issue a bulletin to all institutions in the Utah System of Higher Education requesting them to have riders inserted into their various existing public liability insurance policies naming the institutional councils, Board and staff members. Chairman Simmons noted this could be done without extra cost. The motion was seconded by Mr. Bulloch and unanimously adopted. (*Minutes,* December 19, 1972, pages 103-104.)

LIABILITY INSURANCE: MOTION FEBRUARY 27, 1973

Mr. Plowman offered a motion to accept the Wrongful Acts Public Liability Insurance, including prior acts coverage, on the present basis of $1,000,000 annual aggregate limit, one-year premium, prepaid, subject to cancellation; to change the retention from $5,000 to $10,000 for each case; to request the University of Utah College of Law, through its faculty and student research facilities, to make a comprehensive study of all facets involved; and to make a definite decision at the April Board meeting of whether to continue or cancel the policy. Mr. Huggins seconded and the motion was adopted by unanimous vote. (*Minutes,* February 27, 1973, pages 144-145.)

LIABILITY INSURANCE: PUBLICATION MARCH 27, 1973

Instructions to the Office of the Commissioner, by motion at the February 27, 1973 Board meeting, were to place wrongful acts public liability insurance coverage, including prior acts coverage, for a three-year period, in the sum of $1,000,000 annual aggregate limit, with a $10,000 retention each loss, with a cancellation clause. The bid under consideration was by Fred A. Moreton and Company for Continental Casualty Company. . . . After polling each member of the Board and receiving affirmation, the Office of the Commissioner acted to accept the lower bid with coverage as approved by the Board at the February meeting.

Vice Chairman Plowman offered a motion to ratify the action of the polling of the Board to place wrongful acts public liability insurance coverage, through

Fred A. Moreton and Company, with the Crum and Forester Group Insurance Company, at a substantial reduction in premium. Mr. Tanner seconded the motion and it was adopted by a vote of 11 yeas, 1 nay. Mr. Maughan stated his vote was negative because of the increase in retention to $10,000.

(*Minutes,* March 27, 1973, pages 174-175.)

LIABILITY INSURANCE: BINDER FOR WRONGFUL ACTS APRIL 24, 1973

Vice Chairman Plowman noted that the binder for wrongful acts liability insurance, which was placed on March 1, 1973, through Fred A. Moreton and Company with the Crum and Forster Insurance Group, for $1,000,000 aggregate each institution with a $10,000 retention, expires on May 1, 1973; therefore, action is necessary. The Budget and Finance Committee, in consultation with the institutions, recommended continuance of the coverage. Mr. Plowman requested Associate Commissioner Holbert to read the specific figures, as modified to provide that the University of Utah will have a $100,000 retention and that it will establish from unrestricted funds a reserve fund of $100,000 to self-insure the retention for the University and for Board and its staff for all acts that may come about through the University of Utah. Prior acts coverage will not pertain to the University of Utah, but will pertain to all other institutions.

Vice Chairman Plowman offered a motion to approve the policy pertaining to wrongful acts public liability insurance, with the modifications explained. The motion was seconded by Mr. Millett and was unanimously approved.

(*Minutes,* April 24, 1973, pages 200-201.)

LIABILITY INSURANCE: REVISIONS APRIL 30, 1974

Associate Commissioner Holbert outlined requested revisions in the Utah System of Higher Education Wrongful Acts Coverage Policy SBL 1003, approved by the underwriter: to delete reference to named individuals and to cover positions instead; and to include all employees, officers, and board members. The revisions result in an additional premium of $3,000 annually, to be prorated among the various institutions. After consultation with the Executive Committee of the Board, Associate Commissioner Holbert advised Fred A. Moreton & Company, by letter dated April 10, 1974, to place the additional coverage, effective April 1, 1974. A copy of the letter and tabulation of the additional premium were included in the Red Books.

Regent Dougan offered a motion to approve placing the additional coverage, effective April 1, 1974, together with the additional premium and proration among the nine institutions. Regent Stucki seconded and the motion was unanimously adopted.

(*Minutes,* April 30, 1974, page 355.)

LIABILITY INSURANCE: INTERPRETATION OF COVERAGE

Mr. Moreton returned to the meeting with answers to questions raised earlier: (1) Figures listed on the payment schedule for the technical colleges were reversed in error. (2) Are retiring Regents and institutional officers protected? Yes, the policy covers all present and past insured. (3) Dr. Van Alstyne explained provisions of the Public Officers' and Employees' Indemnification Act. The policy covers all officers and employees of the Utah System of Higher Education, Mr. Moreton said.

Regent Holbrook offered a motion to approve the proposed liability insurance, with Fred A. Moreton & Company, through Continental Casualty Company, in the amount of $2,000,000 each loss and $5,000 retention per school, all employees covered; and, to authorize the Office of the Commissioner to execute it. Regents Huggins and Dougan seconded and the motion was unanimously adopted. (*Minutes,* February 23, 1976, page 234.)

LIABILITY INSURANCE - PRIOR ACTS COVERAGE BINDER, MAY 24, 1976

Since the Board action of February 24, 1976, approving the wrongful acts coverage written with the Continental Casualty Company (Policy No. BEL 1168991), a telephone call and letter were received from Mr. Edward B. Moreton, President of Fred A. Moreton & Company, May 13, 1976, stating that after further review it had been found that this coverage was written on a claims made basis rather than an occurrence basis as stated in his letter of February 19, 1976. This was followed by letters dater May 18 and May 19, respectively, containing further explanation. Mr. Holbert reported that on May 21, 1976, he had placed a binder on the policy to provide prior acts coverage, dependent on Board action today.

Following discussion to clarify the situation, Chairman Hatch offered a motion to broaden the current policy with Continental Casualty Company to cover prior acts, at a total cost of $19,038, on a three-year basis, to be prorated to the various institutions as suggested in Mr. Moreton's letter of May 13, 1976. Regent Huggins seconded.

President Gardner said that since the burden of the premium rests principally with the University of Utah, he would like to have Mr. Dee F. Andersen explain the interest of the institution. Mr. Andersen read excerpts from a memorandum he had prepared for President Gardner and said his recommendation to the President was that coverage for wrongful acts insurance should be reduced from the present maximum of $2 million to $1 million, for the reason that the difference in premium would essentially pay for the prior acts coverage.

Dr. Van Alstyne said that under the Public Officers and Employees Indemnification Act, the State of Utah is obligated to pay any obligation of the Board of Regents or employees over the amount provided in the policy. However, this would have to come out of institutional funds.

Discussion ensued concerning the amount of coverage needed and terms of the policy. Regent Plowman said that inasmuch as a misunderstanding was given by the agent concerning prior acts coverage, we should inquire further as to whether the $2 million is aggregate coverage or applies to each occurrence. Mr. Andersen left the meeting to determine this information, and reported later that it was an aggregate total.

Meanwhile, Regent Dougan spoke against the Hatch-Huggins motion, saying that until the staff had opportunity to ascertain the exact terms of the policy, the Board should not proceed to enter into a policy arrangement. He offered a substitute motion to approve the binder and to act before its expiration. Regent Overfelt seconded.

Regent Huggins opposed the substitute on the ground that the binder could be withdrawn at any time, leaving the insured vulnerable.

Regent Holbrook reminded that dual coverage is provided in the policy and state act, and suggested that coverage might be reduced from $2 million to $1 million, using the difference for the premium (which the institutions had not budgeted) required to place prior acts coverage. If it is determined later that more coverage is needed, it could be obtained. Regent Holbrook offered an amendment to the substitute motion to authorize coverage at the level of $1 million, with prior acts coverage, and that investigation proceed with regard to the aggregate issue and others. Regent Harward seconded and the amendment was unanimously adopted. (Mr. Andersen reported before the vote was taken that it was an aggregate total.) The substitute motion was also adopted by unanimous vote.

Regent Huggins offered a motion to provide that in the future any information received from any insurance company on insurance intended to be purchased be made in writing to the Board of Regents, signed by an agent who has authority to bind the company with respect to the terms of the policy. Regent Plowman seconded and the motion was unanimously adopted.

(*Minutes,* May 24, 1976, pages 326-328.)

Task Forces, Finance

Regent Buttars offered a motion, seconded by Regent Plowman, and unanimously adopted, that the Cost Study Task Force already established by the Board receive the designation as the Postsecondary Education Finance Task Force to function under the Planning Steering Committee. The Committee may recommend changing the membership of the Post-secondary Education Finance Task Force as other issues are identified and recommended for the planning effort. (*Minutes,* September 23, 1974, page 86.)

University Club Building Lease

Mr. Holbert reported his successful efforts in negotiating with the new management of the University Club Building for extension of the lease for the

Office of the Commissioner for the year July 1, 1976 through June 30, 1977, at a rate of $5.90 per square foot, including janitorial service and four parking stalls. Additional parking stalls would be provided at nominal sums. On motion of Regent Plowman, seconded by Regent Pappas, the Board unanimously authorized the Commissioner or his designee to sign the lease for the period specified. (*Minutes*, January 27, 1976, pages 229-230.)

WORK PROGRAMS

Work Programs

"*Approval of Work Programs for Member Institutions.* Mr. Hurren reported that it is the recommendation of the Budget and Finance Committee that the work programs, as presented . . . be approved subject to adjustments within available revenues for variances resulting from differences in projected and actual enrollment. He suggested that quarterly reports of expenditures under the various programs be submitted to the Board and the institutional councils. Mr. Hurren so moved, which was seconded by Mr. Stucki and unanimously approved." (*Minutes*, April 15, 1970, page 135.)

STUDENT LOANS

Statutory Provisions

Section 24. Board succeeds to powers and authority of Utah Coordinating Council of higher education — Contracts of council assumed by board — Board may contract for administration of loan programs — Loan funds — Eligible institution defined.

(1) The board shall succeed to the powers and authority heretofore vested in the Utah coordinating council of higher education to act as the agency for the State of Utah to establish and administer a program for the insurance of loans to student residents of this state to attend an eligible institution in this or any other state. Further, the board shall succeed to the rights and obligations of the council in any valid contract entered into under the authority granted to the council by prior law.

(2) The board shall have the power to enter into a contract or contracts with one or more private nonprofit agencies or corporations or with any federal or state agency, administration or nonprofit corporation to administer such student loan insurance program as the board may establish.

(3) The board may use for the purposes of such student loan insurance programs, such funds as the legislature may from time to time appropriate for such purposes, such federal funds as may be from time to time available to the State of Utah for such purposes and such funds as may be contributed to it from private sources.

(4) An eligible institution as used in this section shall mean an institution authorized to provide post high school education which (a) is a nonprofit or public institution or (b) is accredited by a nationally recognized accrediting agency or association or (c) is determined by the U.S. Commissioner of Education to be an eligible institution under any student loans insurance program supported in whole or in part by federal funds.

GUARANTEED STUDENT LOAN PROGRAM, BANK ACCOUNT

"Mr. Billings reported there are now funds available in connection with the Guaranteed Student Loan Program, and that Mr. Simmons, Chairman of the Committee, recommended that the depository for those funds be selected from among the largest banks based on drawing by lot. Commercial Security Bank was selected in this manner. The funds are to be rotated yearly among four other banks in order of their call number. Mr. Billings moved that the Board approve Mr. Simmons' action in selecting Commercial Security Bank; authorize the opening of a checking account at said bank, in connection with the Guaranteed Student Loan Program; and authorize any two of the following to sign checks and documents in connection therewith: The Chairman of the Board, the Chairman of the Budget and Finance Committee, the Commissioner of Higher Education, the Associate Commissioner for Business Affairs. The motion, after being duly seconded, was unanimously approved." (*Minutes,* February 18, 1970, page 93.)

GUARANTEED STUDENT LOAN PROGRAM, REVISION OF TERMS, SEPTEMBER 11, 1970

"Chairman Simmons offered a motion to adopt a resolution to revise the terms of the guaranteed student loan program, which was seconded by Mr. Millett and unanimously approved.

"WHEREAS, Sections 53-47-1 and 2 of the Utah statutes provide for a student loan fund to be administered by the State Board of Higher Education; and

"WHEREAS, the funds are to be employed as the Board determines by the program it establishes to assist resident students to attend eligible insitutions of higher education; and

"WHEREAS, the Board is empowered to enter into transactions with banks and other lending institutions if the Board finds this appropriate for the administration or implementation of the program;

"NOW, THEREFORE, BE IT RESOLVED, that within the limits of available funds, the Board authorize a loan program with eligible lending institutions, and that such program provide for two alternatives:

"1. A direct loan to lending institutions declared to be eligible and under contract with the United States Office of Education, said loans to be made at

the rate of one-third of the volume of funds distributed to Utah residents by any such lending institution, including branches thereof, provided requests are made for not less than $10,000 of state funds at any one time. This volume may be cumulative over any period subsequent to July 1, 1969. Said loans are to be evidenced by a promissory note made payable to the Utah State Board of Higher Education for a period of not more than 15 years, and at an interest rate of 7% per annum. As security for the payment of the note, the lending instittuion shall grant to the State of Utah a security interest in numbered student loans to residents of the State of Utah, guaranteed by the United States pursuant to Public Law 89-329, as amended, in an amount equal to the principal amount of the note.

"2. A purchase from lending institutions declared to be eligible and under contract with the United States Office of Education of one-third of the volume of funds distributed to Utah residents by such lending institution, including branches hereof, provided requests are made for not less than $10,000 of state funds at any one time. This volume may be cumulative over any period subsequent to July 1, 1969, repayment to be made as the loans mature at any time within 15 years. The funds may be advanced under this program only on condition that the loans are to be serviced entirely by the lending institution, and that the lending institution guarantee all interest not guaranteed by the United States Government. The lending institution may be permitted to retain all interest in excess of 7% as compensation for services in serving the loans and guaranteeing the interest.

"The lending institutions may choose whichever of the above two alternatives they may elect.

"The Office of the Commissioner shall issue such further regulations and determine such procedures as may be necessary in order to implement this plan.

"Mr. Holbrook offered a motion to adopt a policy to encourage the respective institutions to work with student applications for loans to encourage them to borrow only that which they really need, so that there will be broader participation in the program and needy students will not be left out. The motion, seconded by Mr. Hurren, was unanimously approved." (*Minutes*, September 11, 1970, pages 46-47.)

State Student Incentive Grant Guidelines

Included in the Gold Books for the meeting of September 11, 1974 were draft guidelines submitted to the U. S. Commissioner of Education for administration of the Utah Student Incentive Grant Program for fiscal year 1974-75. These were unanimously adopted, subject to an additional meeting of the Office of the Commissioner with financial aid officers of the instittuions to work out any remaining problems. See *Minutes*, March 25, 1975, pages 358-359, for guidelines adopted for fiscal year 1975-76.

(*Minutes*, September 24, 1974, pages 101-102.)

STATE STUDENT INCENTIVE GRANTS, CRITERIA

On motion of Regent Stucki, seconded by Regent Plowman, the Board unanimously adopted the following criteria for defining substantial financial need of students, Utah State Student Incentive Grant Program, 1975-76:

Utah Student Incentive Grant funds allocated to institutions may be used only for direct financial assistance to students qualifying under the following:

1. Utah Student Incentive Grant funds shall be awarded to students on the basis of documented financial need.
2. Financial aid available under this program shall not exceed the documented financial need of the student, and in no case shall exceed a maximum of $1,500 in any academic year. The Federal portion is not to exceed 50 percent of the student grant.
3. To provide consistency among the various institutions in the determination of student financial need, the College Scholarship Service system of needs analysis, whether hand or computer calculated, shall be the primary method used in awarding these funds. Institutions may use other methods of needs analysis when it best serves the individual qualified students. Methods of determining substantial need are set forth in 192.7 of the Code of Federal Regulations.
4. At the discretion of the Financial Aids Officer, grant funds may be awarded to less than full-time undergraduate students carrying at least a half-time academic work load. Aid awarded to less than full-time undergraduate students shall not exceed that proportion of $1,500 which the less than fulltime student's academic work load bears to a full academic work load.
5. In order to receive a grant under this program, a student must be a Utah resident for at least one year and can qualify in every respect as a resident student under the laws of Utah.
6. . . . Be enrolled or accepted for enrollment in good standing as at least a half-time undergraduate student at a system institution.
7. . . . Have substantial financial need as determined annually in accordance with General Administrative Policies.
8. No student shall be excluded from participation in this program on the basis of sex, race, color, age, religion, national origin or marital status.

(*Minutes*, March 25, 1975, pages 358-359.)

STATE STUDENT INCENTIVE GRANTS, INSTITUTIONAL ALLOCATION BASED IN ENROLLMENTS

Associate Commissioner Myron R. Holbert explained that in fiscal year 1974-75 (the first year of experience with funds from this source) Federal funds of

approximately $165,000 were matched by educationally disadvantaged funds appropriated by the Legislature. Federal funds of $171,451 are available for Utah institutions in 1975-76. A firm method of allocating funds to the institutions must be determined—either (1) allocation based on enrollment (which he recommended), or (2) allocation based on money requested.

Regent Peterson moved that monies available under the SSIG program for 1975-76 be allotted to the institutions on the basis of enrollments, which was seconded by Regent Bulloch and unanimously adopted.

(*Minutes*, September 16, 1975, pages 69-70.)

TUITION POLICY

Statewide Tuition Policy Adopted March 25, 1975*

1. Ten hours per quarter shall constitute a full load for tuition purposes. Resident or nonresident students enrolled for ten or more credit hours shall be assessed full tuition.
2. Part-time resident or nonresident students (those enrolled for less than ten credit hours) shall be assessed tuition on a per credit hour basis proportionate to the tuition paid by full-time students. Each institution, at its own option, and with the approval of the Board of Regents, may prorate total tuitions and miscellaneous fees for part-time students on an incremental basis. (Exception: a part-time student taking one or two hours shall be assessed the two-hour tuition rate.)
3. Fixed registration costs shall be included as a part of total tuition.
4. Items 1 and 2 above shall apply to all students registered in the extended day program. (Exception: Approved Apprenticeship Programs.)
5. All summer school students shall be assessed the same tuition per credit hour as that assessed resident student during the regular academic year. (Exception: Approved Apprenticeship Programs.)
6. A. Students enrolled for credit in continuing education or extension division courses shall be assessed tuition on the same credit hour basis as provided in the regular tuition schedule. (Exception: Special courses sponsored by outside contracting agencies.)

6. B. Charges to students enrolled for noncredit in continuing education or extension division courses shall be left to the discretion of the institution.

7. Students must register to audit any extended day class. Such audit hours will be part of their total load and they shall pay tuition at the same tuition rate as paid by regular students.

* As amended April 19, 1976 and May 24, 1976.

8. A. The amount of tuition refundable to a full- or part-time student, who officially drops courses or withdraws from an institution, shall be as follows:

Refunded Period	*Amount Refundable*
Before Commencement of Quarter Classes	100%
End of 7th Calendar Day	90%
End of 14th Calendar Day	70%
End of 21st Calendar Day	50%

After the 21st calendar day, no refund shall be made.

B. Exceptions to the refund policy may be made by the president or his designee for unusual hardship cases.

C. Late registration and application (admission) fees shall not be refunded.

9. Since stable and objective relationships between levels of resident tuition charges at the several Utah institutions of higher educaion are essential to the integrity, rationality, and equitable character of the procedures used to fund higher education, it is the policy of the State Board of Regents to:

A. Establish categories of institutions, for purposes of tuition, based upon characteristic differences in educational roles and instructional costs within the State System.

B. Approve resident tuition charges at substantially similar levels for institutions within each of the following four categories, respectively: (1) universities, (2) four-year colleges, (3) two-year colleges, and (4) technical colleges.

C. Authorize deviations from uniformity in resident tuition charged by institutions within any category, but not in excess of 10 percent of the average for that category, when such deviations are shown to reflect differences in institutional roles, enrollment levels and ability to attract students, availability of and need for student financial assistance, instructional costs, and/or other relevant factors.

D. Approve any changes in resident tuition charges on a systemwide basis, with the intent that changes for institutions within any category will be implemented concurrently at all institutions in that category, consistent with the foregoing policies.

10. Total tuition charges for nonresident students will be fixed for each institution at levels which (a) are at least 250 percent of resident tuition charges at the same institution, and (b) will maintain nonresident enroll-

ments at a level consistent with the historical experience and approved policy goals of that institution. (Exception: University of Utah College of Medicine.) The levels of nonresident tuition charges need not be identical at institutions within each category, if the differences are justified to the satisfaction of the Board of Regents by factors described in this paragraph. (As amended, *Minutes*, April 19, 1976, page 298.)

11. In considering and approving annual operation budget requests, it is the policy of the Board of Regents to preserve to each institution the benefit of its tuition collections by recommending institutional appropriations without offsetting against them the increased collections, if any, resulting from increased tuition charges.

12. A. It is recognized by the Board of Regents that student fees for non-instructional programs and activities may vary as to needs and amounts in relation to differences in institutional operations.

    B. Student fees shall be recommended by each institution to the Board of Regents for its action.

    C. The full building fee and student union fee shall be charged to all full-time resident and nonresident students. Off-campus extension or continuing education students may be exempted from these building fees.

    Part-time students shall pay not less than a prorated share of these fees.

    D. All other student fees may be assessed on full or prorated basis, depending upon institutional policy.

13. Adoption of this policy does not preclude any institution from including in its fringe benefit programs, for faculty and staff members, for themselves and dependents, policies to allow reduced tuition rates.

14. This uniform tuition policy shall be effective beginning with the 1975 summer session.

15. Resident and nonresident students shall be classified in accordance with state statutes and the interpretations issued by the Board of Regents according to law.

(*Minutes*, March 25, 1975, pages 352-357; May 24, 1976, page 323.)

PART FOUR

Planning, Capital Facilities, Computers, Educational Television, and Affirmative Action

Chapter IX Planning

Chapter X Capital Facilities

Chapter XI Computers

Chapter XII Educational Television

Chapter XIII Affirmative Action and Other Matters

Chapter IX

PLANNING

General Statutory Provision

Section 8. Board responsible for continuing studies and evaluations — Master plan — Contents of master plan — Power to implement master plan — Board for vocational education, duties.

The board shall be responsible for conducting continuing studies and evaluations of the facilities, grounds, buildings, and equipment at the institutions under its jurisdiction, and to use space utilization and other studies conducted by the state building board. It shall establish and maintain an up-to-date master plan which shall include but not be limited to: (1) statewide planning of public higher education in terms of aims, purposes and objectives of the system as a whole; (2) establishing and defining the role and programs of each institution within the systems; (3) establishing criteria for and determination of the future needs and requirements for new programs and new institutions and/or the elimination, cultailment, or consolidation of existing programs and facilities; (4) providing for the initiation and financing of such projects as are deemed necessary to meet and satisfy the projected patterns of growth and maintenance; (5) establishing criteria for and determination of the operating and capital budgetary needs of each institution and the system as a whole; (6) recommending the methods and sources of future financial support of the higher education system; (7) establishing procedures for the development of maximum utilization of existing facilities as suggested by space utilization studies conducted by the state building board; and (8) securing an adequate and coordinated program for the junior colleges and the vocational, technical and para-professional institutions and departments in the state system of higher education. The board shall be responsible for and is hereby empowered to do all things necessary for the effective implementation of the statewide master plan as adopted and revised by the board from time to time. The state board for vocational education shall provide vocational education staff assistance to the state board of higher education in support of master planning activities required in this section as such relate to vocational technical education.

Planning Steering Committee for Master-Planning

Regent Billings proposed a motion to . . . limit the membership of the Planning Steering Committee to ten—to include one member from the Office of the Commissioner (Chairman); one representative each from the universities, four-year colleges, two-year colleges, and technical colleges; one from the State Board of Education; one from Brigham Young University; one from Westminster College; one from the Legislative Higher Education Planning Committee; and one from the proprietary schools. Regent Dougan seconded and the motion was adopted. (*Minutes*, September 11, 1974, page 72.)

Planning Steering Committee

Regent Peterson offered a motion to approve the tasks of the Planning Steering Committee, as follows, together with the membership of the Committee as named above. President Shaw seconded and the motion was unanimously adopted. The tasks of the Planning Steering Committee are:

A. Recommend to State Board of Regents:
   1. Statement of State System of Higher Education Philosophy, Mission, Goals and Objectives Task Force.
   2. Priorities for planning issues.
   3. Plan for planning.

B. "Steer" and report progress of State Board of Regents approved task force studies.

C. Review and coordinate task force recomendations and transmit to State Board of Regents.

(*Minutes*, September 23, 1974, pages 84-85.)

Planning Steering Committee, State Information System Technical Advisory Committee

Regent Plowman offered a motion, seconded by Regent Peterson, that there be established a State Information System Technical Advisory Committee, which shall advise and provide technical assistance to the Planning Steering Committee and the task forces under its direction. . . .

(*Minutes*, September 23, 1974, page 87.)

Planning Under Section 1203, Education Amendments of 1972

On motion of Regent Billings, seconded by Regent Maughan, the Board unanimously adopted the recommendations (1) that the Regents, augmented by the three representatives, continue to dispose of statewide planning business

in connection with its regular monthly meetings, taking up these matters in connection with its standing committee agenda on Planning and Capital Facilities, sitting as a committee of the whole and augmented with the full participation of the three designated representatives, and (2) that the three representatives be invited to meet with the Board of Regents in discussions other than those of the above agenda, as their time, convenience, and interests may permit.

(*Minutes*, September 11, 1974, pages 74-75.)

MASTER PLANNING DOCUMENTS, 1975

Drafts of two documents—"Planning Assumptions, Goals, and Priorities," and "Vocational-Technical Education"—were presented for consideration and review by the Regents in March, 1975, followed by additional review at the April meeting. Subsequently, the documents were the subject for a statewide planning conference convened in Salt Lake City, May 2, 1975. Dr. Eyring requested authorization to print the documents.

Chairman Dougan offered a motion to affirm the general outline and principles of the planning documents and to authorize their printing, granting editorial license for their correction without altering their substance. Regent Peterson seconded and the motion was unanimously adopted.

(*Minutes*, May 20, 1975, pages 463-464.)

Chapter X

CAPITAL FACILITIES

General Statutory Provision
(See also Policy Adopted July 22, 1975)

Section 17. Board to aprove or disapprove construction, repair, rehabilitation or purchase of buildings and facilities — Board to approve plans and specifications before submission to building board.

The board shall approve or disapprove all new construction, repair and rehabilitation or purchase of educational and general buildings and facilities financed from any source at all institutions subject to the jurisdiction of the board. No institution shall submit plans or specifications to the state building board for the construction or alteration of buildings, structures or facilities or for the purchases of equipment or fixtures therefore without the authorization and approval of the board.

CAPITAL FACILITIES ADMINISTRATION: 1971 DELEGATION TO INSTITUTIONAL COUNCILS

Chairman Peterson offered a motion, seconded by Mr. Stucki, to adopt as a policy of the Board, on an interim basis, the following Memorandum Report of the Commissioner on Distribution of Responsibilities for Capital Facilities Policies and Their Administration, subject to any necessary revisions that may be recommended to the Board by its special Governance Committee as developed in the public hearings scheduled by that committee.* The motion was unanimously approved.

DISTRIBUTION OF RESPONSIBILITIES FOR CAPITAL FACILITIES POLICIES AND THEIR ADMINISTRATION

Adopted as interim Policy by the State Board of Regents

The following interim policy is issued in the interests of clarifying the role of the State Board of Regents and that of the Institutional Councils

* No revision in this policy were subsequently recommended by the Governance Committee. But revised policies were restated and adopted July 22, 1975, q.v.

with respect to capital facilities. Several drafts since July, 1970 have been circulated on this subject. The following is a revision of the August 24, 1971, draft reflecting the suggestions of the State Building Board staff.

CAPITAL FACILITIES

Role of the Institutional Council

1. Approval of the site, location, or any modification, addition to, removal or change of location of any and all structures on the campus.
2. Approval of all capital facilities requests, including land acquisition, prepared by the President for submission to the State Board Regents or to any other agency, person or party; and, authorization of all financial outlays from whatever source received by the institution for all capital facilities operations.
3. Approval of any modification in the local campus physical development plan, copies of which should be filed with the State Board of Regents.
4. Approval of preliminary plans and specifications, and working drawings, for all projects undertaken.
5. Approval of final plans and drawings for all projects.
6. Authorization of all force account requests over $8,000 (the statutory limit) to be made to the State Building Board.
7. Authorization for the President to aprove final plans prior to bidding by the State Building Board.
8. Receive reports of any change orders submitted by the President to the State Building Board during construction and before final acceptance of the project.
9. Authorization to the President to accept each completed project from the State Building Board on behalf of the institution.
10. Conducting of all public hearings required by state law, the Governor the Board of Regents, or the State Building Board.

Role of the State Board Regents

1. Review and recommendation to the Governor and Legislature of all institutional requests for funds to be appropriated by the State Legislature through the State Building Board, or from other sources available to and/or allocated to that agency, or to be requested from any other source.
2. Authorization and review of all campus facility master plans, ordinarily annually, and in connection with the annual hearings of the Planning and Capital Facilities Committee for fund requests.

3. Presidents are obligated to bring to the Board any capital facility or other matters affecting the role and program of the institution, or, affecting the effective operation of the System.

4. Review the record of all public hearings held by Institutional Councils and consult with the State Building Board on all obligations imposed by the Governor's Executive Order.

5. Receive from the Presidents or the State Building Board reports and communications concerning any projects planned, contemplated, or undertaken, which might have any bearing on the funding operations, role or program of the institution or System.

(*Minutes*, October 19, 1971, pages 63-64.)

CAPITAL FACILITIES POLICIES AND PROCEDURES

Adopted July 22, 1975 (*Minutes*, pages 29 ff.)

I. *GENERAL POLICIES*

1.1 The Higher Education Act of 1969 outlines the board responsibilities of the State Board of Regents in administering the facilities, grounds, buildings and equipment at institutions under its jurisdiction. (See Appendix I.) These policies and procedures are issued under the authority of the Higher Education Act to more fully implement those provisions of the Act and to clarify the roles to be assigned to the institutions, the Institutional Councils and the State Board of Regents in the acquisition and maintaining of facilities on each of the several campuses of the State under the jurisdiction of the State Board of Regents.

1.2 The purpose of these policies is to develop and maintain a well-planned, harmonious and safe physical environment for student achievement and personal growth on each of the institutional campuses of the State System of Higher Education in accordance with the applicable provisions of the Higher Education Act.

1.3 In order to maximize the use of resources, the construction of new capital facilities or remodeling of existing facilities will be undertaken only when the need for such construction is demonstrated with reference to approved institutional academic and facilities master plans and other justification data, including information relating to student enrollments, space utilization, structural obsolescence, operational inefficiencies, operating budget constraints and other justification information deemed relevant; and only after giving full consideration to the availability of state and other resources.

1.4 Remodeling of existing capital facilities for the purpose of effecting a change in functions will be undertaken only when the need for such a project is justified by and is consistent with the role assignment of the

institution involved and in accord with previously approved goals and objectives set by the State Board of Regents. The term "remodeling" as used herein includes any alteration, modification, or improvement project other than routine maintenance or repair work, regardless of the source of funding.

II. *STATE BOARD OF REGENTS.* The State Board of Regents will:

2.1 Require comprehensive academic master plans to be completed and approved for each institution as part of the comprehensive academic master plan for the Utah System of Higher Education. These plans will be used as the basis for evaluation of any proposals for planning and construction of additional capital facilities. The term "capital facilities," as used herein, includes buildings and other physical structures such as utility lines, waste disposal systems, storage areas, drainage structures, parking and traffic movements, and landscape development.

2.2 Require comprehensive campus facilities master plans to be completed and approved for each institution in correlation with the academic master plans. The facilities master plan will be reviewed annually, normally during the hearings of the Planning and Capital Facilities Committee while reviewing the institutional funding requests for capital facilities.

2.3 Review and approve all institutional requests for funds for capital facilities to be appropriated by the State Legislature through the State Building Board, and make recommendations to the Governor and Legislature based upon the academic and facilities master plan requirements of the institutions. Each funding request must be accompanied by a detailed planning and budget guide as outlined in Appendix II or other appropriate justification. The procedure for making request for appropriations for capital facilities is outlined in Appendix III.

2.4 Review and approve all other institutional requests for planning and construction of facilities or major remodeling of existing facilities, regardless of the source of funds to be used for such activity, where the proposed construction or remodeling is inconsistent with the role assignment of the institution involved, is not in accord with institutional goals and objectives previously approved by the State Board of Regents, or will require a substantial change in the approved academic or facilities master plan.

III. *INSTITUTIONAL COUNCILS.** Institutional Councils are authorized to:

* See *Minutes*, October 19, 1971, pages 63-64, for a 10-point Delegation to Institutional Councils

3.1 Review and approve institutional campus facilities master plans before they are forwarded to the State Board of Regents.

3.2 Review and approve all institutional requests for funds for capital facilities to be appropriated by the State Legislature through the State Building Board before these requests are forwarded to the State Board of Regents.

3.3 Review and approve all other institutional proposals relating to planning or construction of capital facilities, or major remodeling of existing capital facilities that require State Building Board approval, regardless of the source of funds to be used for such activity, except to the extent that responsibility has been delegated to the institutional president as specified below in paragraphs 4.1, 4.2, 4.3 and 4.4. These actions will be reported to the State Board of Regents monthly as a part of the Instittuional Council minutes, and will include planning and budget guide reports in the form prescribed in Appendix II hereof or other appropriate description and justification. If such construction or remodeling is contrary to or will require substantial change in the approved academic or facility master plans, is inconsistent with the role assignment of the institution involved, or is not in accord with previously approved institutional goals or objectives, these proposals must be forwarded to the State Board of Regents by the institutional president, together with the Institutional Council's recomendations, for review and action by the Regents.

3.4 Recommend the appointment of architects to the State Building Board for all approved construction or remodeling projects requiring State Building Board approval.

3.5 Review and approve final plans, specifications and drawings for all approved construction and major remodeling projects.

3.6 Conduct all required public hearings on any project, provided that adequate notice be given the State Board of Regents of any such required public hearings.

IV. *INSTITUTIONAL PRESIDENTS*. Institutional presidents are authorized to:

4.1 Take all necessary actions relating to construction and remodeling activities that do not require State Building Board approval.

4.2 Assume the responsibility for routine repair and maintenance of existing structures or facilities (i.e., painting, roof repair, plumbing and electrical repairs, etc.). Institutions must adhere to the State Building Board procedures and State purchasing laws in these cases. If funding for these projects is requested as part of the capital facilities appropriation from the Legislature, institutions must follow the procedures outlined in Appendices II and III.

4.3 Assume the responsibility to approve and recommend to the State Building Board any change orders on projects under construction, as long as there is no change in total funds available and the approved purpose of the project.

4.4 Accept completed capital facilities from the State Building Board.

APPENDIX I

UTAH STATE BOARD OF REGENTS
CAPITAL FACILITIES POLICIES AND PROCEDURES

I. *HIGHER EDUCATION ACT OF 1969*

A. Section 8 of the Higher Education Act of 1969 provides in part that: "The board shall be responsible for *conducting continuing studies* and evaluations of the facilities, grounds, buildings and equipment at the institutions under its jurisdiction, and to *use space utilization* and other studies conducted by the State Building Board. It shall establish and *maintain an up-to-date master plan* which shall include but not be limited to: (1) statewide planning of public higher education in terms of aims, purposes and objectives of the system as a whole; . . . (3) *establishing criteria* for and determination of the future *needs and requirements* for . . . new institutions and for the elimination, curtailment, or consolidation of existing . . . facilities; (4) providing for the *initiation and financing* of such projects as are deemed necessary to meet and satisfy the projected patterns of growth and maintenance; . . . (6) recommending the methods and sources of future financial support of the higher education system; (7) establishing *procedures* for the development of *maximum utilization of existing facilities* as suggested by space utilization studies conducted by the State Building Board; . . . . The board shall be responsible for and is hereby empowered to do all things necessary for the effective implementation of the statewide master plan as adopted and revised by the board from time to time. . . ." (Emphasis added.)

B. Section 16 provides that "The board shall succeed to and be vested with all the powers and authority relating to all properties, real and personal, tangible and intangible, and to the control and management thereof which was held by the governing board of each institution prior to the effective date of this act."

C. Section 17 provides that "The board shall *approve or disapprove* all new construction, repair and rehabilitation or purchase of educational and general buildings and facilities *financed from any source* at all institutions subject to the jurisdiction of the board. *No institution shall submit plans*

or specifications to the state building board for the construction or alteration of buildings, structures or facilities, or for the purchase of equipment or fixtures therefor *without the authorization and approval of the board.* (Emphasis added.)

D. Sections 2 and 19(2) authorize the board to delegate responsibilities to Institutional Councils:

Section 2. The purpose of this act is to vest in a single board the power to govern the state system of higher education and *within the board's discretion to delegate certain powers to institutional councils.* (Emphasis added.)

Section 19(2). In addition to the powers, duties and responsibilities assigned elsewhere in this act, each council is authorized and empowered to act in behalf of its institution in performing such duties, responsibilities and functions as may be specifically authorized and delegated to the council by the state board of regents.

APPENDIX II

UTAH STATE BOARD OF REGENTS CAPITAL FACILITIES POLICIES AND PROCEDURES PLANNING AND BUDGET GUIDE

The following information shall accompany each request to the State Board of Regents for approval of planning and construction of new facilities or request for major remodeling, and shall be the guide for all capital facilities reports to the State Board of Regents.

Describe the total facility and component major divisions and sub-divisions to be housed therein, its functions and how those functions relate to the remainder of the institution, as follows:

1. *Identification* - Identify briefly the facility and explain the various organizations, agencies, departments, etc., to be included in the facility.
2. *Funding* - amount and source of proposed project funding.
3. *History* - Present a brief history of the activities to be included within the facility, including:
   (a) their present physical location
   (b) their present full-time equivalent student and faculty use
   (c) their association with other functions as proposed in this program, and a history of their growth characteristics
   (d) their present space utilization of classrooms, offices and teaching laboratories

4. *Space* - Describe the proposed facility space and provide:
   (a) approximate gross square feet of project, if applicable.
   (b) approximate net assignable square feet of space, including breakdown of:
      (i) occupancy and/or use of space before and after project; and,
      (ii) type of space (classroom, laboratory, office, etc.) before and after project.

5. *Justification and Function* - Present a brief justification for the development of a new or renovated facility to house these functions and how the proposal fits into the approved institutional academic and facilities master plan. Also explain the facility's contribution to the institution, community and state.

6. *Relationship* - Describe briefly the relationship between the organizations (agencies, departments, divisions, etc.) of this facility as they relate to the overall institution. It is important to define any direct relationships between the proposed new facility and existing physical facilities so that in the selection of a site, proper consideration can be made for functional relationships as well as growth. (Diagrams are encouraged.)

7. *Utilization* - Describe the standards being used to determine the space requirements and utilization of the facility:
   (a) *Faculty* - List the total number of faculty members to be accommodated by the facility and faculty members presently accommodated in existing facilities.
   (b) *Staff* - List the total number of employees (enumerate full-time and part-time) to be accommodated in this facility and employees presently accommodated in existing facilities.
   (c) *Students or Patients* - List the total number of students or patients to be accommodated by this facility and students or patients presently accommodated by existing facilities.
   (d) *Others* - List the anticipated total of non-institutional persons whom it is proposed to accommodate with this facility and non-institutional persons presently accommodated in existing facilities.

8. *Operational Costs* - Estimate the increase/decrease in annual operational expenses that will result by completion of the project.

9. *Life-Cycle Costs* - Provide analyses of alternative facilities based on life-cycle costing methods, including life-time replacement and renovation costs, as well as initial capital and operational costs.

10. *Facility Replacement or Expansion Impact* - Describe the impact of this facility on existing facilities and institutional facilities master plan:

(a) What is the proposed disposition of vacated space?

(b) Describe in detail all future capital facilities and operational funding requirements arising out of the proposed facility.

(c) Describe the impact of this facility on total institutional space utilization and how vacated space will amend the institutional facilities master plan.

APPENDIX III

UTAH STATE BOARD OF REGENTS PROCEDURES FOR ANNUAL REQUESTS FOR CAPITAL FACILITIES APPROPRIATIONS

A. The Building Board provides forms for submitting requests for appropriations for new buildings, utilities, campus development, land purchase and alterations, repairs and improvements. The forms include information required by the Board of Regents. Duplicate copies of completed forms shall be submitted simultaneously to the Board of Regents and the Building Board.

B. Each project proposed for state funding is prioritized by the institution and accompanied by a detailed written justifications statement explaining its relative need (as compared with other requests by the same institution), according to the following criteria, as adopted by the State Board of Regents and the State Building Board:*

1. Correction of acute life-safety hazards (e.g., OSHA and Fire Codes).
2. Projects necessary to continued operation of essential facilities (e.g., space needs, major obsolescence, inadequate utilities).
3. Projects in process but only partially funded by previous Legislature.
4. Projects to improve functional adequacy.
5. Projects calculated to achieve significant long-term cost savings (e.g., self-amortizing improvements in utility services).
6. Preventive alterations, repairs and improvements.
7. Physical growth and development.

NOTE:

The foregoing criteria are intended to express, in descending order of importance, the general value deemed relevant to prioritizing state funded capital facilities in the system of higher education. The list is not intended to be rigid or inflexible, and it is recognized that considerable overlapping

* See *Minutes*, April 30, 1974, pages 361-362, for formal adoption by the Board of these criteria, used administratively by the Office of The Commissioner since 1969-70.

will occur between different criteria. In submitting requests for projects with overlapping criteria, each institution should prioritize at the level deemed most clearly appropriate, reflecting its reasons for doing so in the accompanying justification.

C. Representatives from the Office of the Commissioner and the State Building Board make official visits to each campus, affording each institution all the time they desire to acquaint these representatives with the campus problems and the requests relating thereto. The Board of Regents staff reviews and makes recommendations to the Capital Facilities Committee on the institutional requests with respect to compatibility with the academic and facilities master plan, operating budget and space utilization.

D. The Committee will establish deadlines for the filing of all institutional requests in final form. Any recommendations or other comments on institutional requests by the Office of the Commissioner shall be provided to the Regents and the requesting instittuion for study in preparation for the hearings.

E. Updated academic and facility master plans, current institutional requests and recommendations of the Board of Regents staff will form the basis of the annual hearings of the Committee.

F. The Planning and Capital Facilities Committee may refer project proposals to the Curriculum and Roles Committee or the Budget and Finance Committee when, in their judgment, additional studies and recommendations relating to role or finance are necessary prior to State Board of Regents action.

G. Action on the recommendations of the Committee by the State Board of Regents will be transmitted to the State Building Board for its consideration and inclusion in its annual recommendations to the Governor and Legislature.

CAPITAL FACILITIES POLICY RESOLUTION, SEPTEMBER 16, 1975

Chairman Dougan read and moved adoption of a revised resolution, as prepared by the editorial committee appointed by the Planning and Capital Facilities Committee, consisting of Regents Billings, Holbrook, and Dougan. Regents Billings and Holbrook seconded the motion and it was unanimously adopted, as follows:

Capital Facilities Policy Resolution

WHEREAS, it is the policy of the Utah State Board of Regents that comprehensive capital facilities master plans be completed and approved for each institution based on its approved academic master plan, and that construction of

new and remodeling of existing capital facilities will be undertaken only when the need for such construction and remodeling is demonstrated with reference to approved institutional academic and capital facilities master plans and other justification data including student enrollments, space utilization, structural obsolescence, operational inefficiencies, operating budget constraints, other justification information deemed relevant including full consideration of the availability of State and other resources, and that such justification by the several institutions is not presently fully compliant with the intent and spirit of this policy.

WHEREAS, based on average survival rates, current projected overall enrollment trends in the Utah System of Higher Education will show little change over the next 12 years, although individual institutions may show different trends and directions.

WHEREAS, generally, the Utah System of Higher Education capital facilities presently constructed and to be constructed compare favorably with capital facilities of comparable institutions ouside the State of Utah, although the Utah facilities vary institutionally and within each institution in age, size, quality and usability.

WHEREAS, data available on space and space utilization indicates that the Utah System of Higher Education, as compared with space standards employed by higher education and with similar institutions outside the State of Utah, generally has sufficient space to accommodate current and projected faculty, student and employee populations; that existing space utilization can be appreciably improved; and that space utilization rates for all institutions within the Utah System of Higher Education are significantly below the utilization standards established by the Utah State Building Board, although variations exist between institutions and within institutions with respect to the sufficiency of their physical facilities to accommodate approved programs, and as to the relative intensity of their space utilization.

WHEREAS, existing Board of Regents policy requiring periodic determination of actual physical facilities needs at each institution within the Utah System of Higher Education must take into account a detailed assessment of relevant variables at each campus.

WHEREAS, the Utah System of Higher Education has substantial annual capital facilities funding needs in order to maintain the efficient and effective use of existing instittuional physical plant.

NOW, THEREFORE, be it resolved by the Utah State Board of Regents that for capital facilities master planning purposes the following guidelines are hereby adopted:

1. The capital facilities planning process is continuous and the higher education environment is dynamic; therefore, policies and guidelines must be

constantly reviewed and updated periodically to reflect demonstrable changes in planning and environment.

2. The projected cost of maintenance, correction, renovation, improvement and replacement of existing capital facilities within the Utah System of Higher Education will place a substantial continuing and growing financial burden on the State of Utah.

3. The institutions comprising the Utah System of Higher Education be more thorough and innovative in their allocation and reallocation of space within their existing physical plants, rather than relying on the addition of new space.

4. Examination of the quality and type of space within the Utah System of Higher Education indicates that capital facilities planning emphasis should ordinarily be placed on renovation, replacement and improvement of existing physical plant, and that present and future capital facilities expenditures be largely limited to these activities, except in those instances where the addition of certain types of space for specific purposes can be justified on the basis of specific need which cannot be reasonably met from existing space even if renovated.

5. New and expanded capital facilities during the 1975 to 1985 period may, generally, not be warranted although requirements for physical growth and development at individual institutions should be recognized and appropriate funding sought where the need can be justified.

(*Minutes,* September 16, 1975, pages 122-124.)

Capital Facilities Recommendations to State Building Board

Regent Holbrook raised an issue concerning the annual recommendation of capital facilities priorities by the State Board of Regents to the State Building Board, and, the subsequent recommendation of the State Building Board to the Legislature. At the time of the last recommendation, Regent Holbrook said, the State Building Board revised the priorities of the State Board of Regents, completely on a non-technical basis, which he described as frustrating to the will of the Board of Regents and personally appalling. He offered a motion to instruct the Chairman to appoint a committee to meet with the State Building Board and the Governor for the purpose of discussing procedure and establishing guidelines to forestall a similar event in the future. Chairman Dougan seconded and the motion was unanimously adopted.

(*Minutes,* February 23, 1976, pages 242-243.)

Excess Property

Mr. Maughan then offered a motion to authorize and direct the University of Utah, Utah State University, and Weber State College each to appoint a representative to work with the State Board for Vocational Education in efforts to secure such excess property as the institutions may need, and that the individual from Weber State Colege also act as the coordinating agent for Southern Utah State College, Snow College, Dixie College, College of Eastern Utah, Utah Technical College at Provo, and Utah Technical College at Salt Lake; in addition, that the Associate Commissioner for Academic Affairs conduct liaison with Mr. Swenson of the State Building Board in order to determine whether the State Building Board staff should be involved in this effort. The motion was seconded by Mr. Huggins and unanimously approved. (*Minutes*, December 2!, 1971, page 101.)

Federal Programs, State Clearinghouse

The State Planning Coordinator has been designated as the state clearinghouse for certain federal programs and has prepared a Memorandum of Understanding in connection therewith for the concurrence of that agency, the Board of Regents, and the State Building Board.

On motion of Chairman Peterson, seconded by Mr. Bulloch, the Board unanimously approved the following Memorandum of Understanding and authorized the Commissioner of Higher Education to execute same on its behalf:

(Dated September 21, 1971)

Memorandum of Understanding between the State Planning Coordinator (State Clearinghouse) and Utah State Building Board, State Board of Regents.

In an attempt to expedite the review of federal assistance applications by exception to the procedures outlined in the Federal Assistance Application Notification and Review System, the Clearinghouse recognizes the direct relationship between the institutions of Higher Education and the Utah State Building Board in the development of priorities and scheduling of construction grants under the Higher Education Act. The procedure to be employed is:

1. The institutions, as in the past, will submit applications for both facilities and equipment grants to the Building Board, which have been cleared through their institutional councils.

2. Upon receipt of the applications, the Building Board will complete and submit a Notification of Intent form to be accompanied by appropriate descriptive material for each project to the State Clearinghouse. The Notification of Intent form will have been approved (signed) by a repre-

sentative of the Building Board and a representative of the Board of Regents denoting concurrence with the action.

3. The Clearinghouse will perform its review and request modifications to the proposals from the concerned parties as necessary to accomplish its responsibility under the Federal Assistance Management Act.

4. Upon satisfaction of compliance with all necessary requirements, the Clearinghouse will provide a copy of the Governor's certification to the institutional president with copies going to the Commissioner of Higher Education and the Director of the Building Board. It is the understanding that the Building Board, in its responsibility to submit the application for assistance to the federal government, will attach the Governor's certification with each appropriate submission.

(*Minutes,* October 19, 1971, pages 65-66.)

POLICY ON PRESIDENTIAL RESIDENCES

As Adopted by the Utah State Board of Regents, January 28, 1975,
As Amended April 21, 1975 and January 27, 1976

In order to enhance and maintain the best qualified leadership in the office of president at each state university and state college, it is recommended that steps be taken to secure and maintain by purchase, construction or lease, at institutional expense, and with the involvement, advice and discretion of the institutional council, an official residence for each such president where such facilities do not now exist.

Steps should be taken to acquire and maintain official presidents' residences on the campuses of Utah Technical College at Salt Lake, Utah Technical College at Provo, Dixie College, and Southern Utah State College, where no official residences exist at the present time. To achieve this objective, each institutional council should take whatever steps are open to it to explore the use of securing non-Education and General funds for this purpose.

It is understood that the improvement and provision of a suitable president's residence at Snow College, where a residence now exists, has been covered by the action of the Board of Regents in making its recommendations to the State Building Board for 1975-76 appropriations; and while this general policy statement supports the provision of suitable housing for the president at Snow College, this policy statement is also prospective in visualizing the necessary steps to be taken in the future to provide official residences at the institutions where none now exist.

It is further understood that the approximate land and building area requisite to the need on each campus will be carefully studied by the institutional council concerned; and that in general ,the number of square feet and surrounding land

area will not exceed the residences now extant at comparable colleges, for examples, the College of Eastern Utah in the case of community colleges.

When a president is appointed or serves as president at a system institution having or maintaining an official president's residence, his domicile and that of his family in said residence is a condition of his employment as president of the institution. (*Minutes,* January 28, 1975, pages 286-288; April 22, 1975, pages 383-384. See also *Minutes,* January 27, 1976.)

PROPOSED BUILDINGS TO BE CONSTRUCTED WITHOUT STATE FUNDS, PRIORITY LIST OF

Mr. Millett called attention to the fact that the State Building Board maintains a comprehensive priorities listing, under a ten-year projected program, of buildings proposed to be constructed with state appropriations. He then moved to instruct the staff to work with the State Building Board and with the institutions to develop a similar priorities listing, including space utilization studies, for capital facilities planned to be financed through revenue bonds or other means than through state appropriations. The motion was duly seconded and adopted. (*Minutes,* February 23, 1971, pages 146-147.)

RESTORATION OF HOME ON OREM CAMPUS - UTAH TECHNICAL COLLEGE AT PROVO

On the motion of Chairman Dougan, seconded by Regent Plowman, the Board gave unanimous approval to Utah Technical College at Provo to restore an old home located on the Orem campus site, using Federal funds and contributed labor. (*Minutes,* May 25, 1976, page 359.)

ZION PARK AMPHITHEATER

In 1970 (See *Minutes,* April 15, 1970), the State Board of Regents adopted a motion to effect legal transfer to its name of 112 acres of land near the entrance to Zion National Park, which was deeded by the Springdale Lions Club to the State of Utah for the benefit of Dixie College for an outdoor education campus. No action was taken at that time relative to future improvements.

At the request of Vice Chairman Peterson, President Losee reported the action of the 1975 Legislature in enacting a supplemental appropriation of $100,000 of Bicentennial Program funds to the State Building Board for the purpose of constructing an amphitheater on the said property. Mr. O. C. Tanner, Chairman of the Utah BiCentennial Commission, personally donated funds to begin the construction, it is planned to be completed in time for a combined concert of the Utah Symphony and the Mormon Tabernacle Choir in the spring of 1976.

President Losee also reported that the Washington County Road Commission had agreed to construct a road, and that the City of Springdale would provide necessary rights of way and also space for overflow parking.

President Losee displayed architectural drawings of the site and the proposed amphitheater and other facilities. He reported that the Dixie College Institutional Council had approved the proposal with enthusiasm.

Commissioner Durham said, for the record, that President Losee had discussed the proposal with him and had been advised that he should not proceed without first obtaining clearance from the Board. President Losee responded that the matter "got ahead" of him, that he realized he was coming to the Board after the fact. He said he had had opportunity to discuss the matter only with Vice Chairman Peterson and with Commissioner Durham.

Following President Losee's presentation, Regent Stucki offered a motion to recommend that the State Building Board proceed with planning for the construction of the amphitheater, parking, rest room, and related facilities, to expend the funds available and hoped to be available. Regent Simmons seconded and the motion was unanimously adopted.

(*Minutes,* March 25, 1975, pages 367-369.)

ZION PARK AMPHITHEATRE - REPORT BY PRESIDENT LOSEE, SEPTEMBER, 1975

President Losee distributed a two-page report concerning the Dixie College property near Zion National Park. The 1975 Legislature appropriated funds to the Utah Bi-Centennial Committee to be used for construction of an amphitheatre to accommodate a joint concert of the LDS Tabernacle Choir and the Utah Symphony Orchetstra, June 11, 1976. President Losee displayed a site plan, schematic section of the amphitheatre, seating, and stage.

Regent Holbrook noted that a resolution adopted by the Dixie College Institutional Council, Sepember 9, 1975, "urges the Board of Regents to accept the property near Zion National Park for development as a campus for educational, cultural and recreational purposes, for use in the System of Higher Education in Utah." He invited President Gardner to state his reaction to the possibility of a joint, System-wide, venture, to which President Gardner responded that, if the University were to be invited to consider this idea, the first step would be to assign it to the Division of Continuing Education for a complete study. Vice President Swenson of Utah State University suggested a committee of continuing education directors from each of the institutions.

Oher possibilities for use of the property in question were mentioned. Chairman Dougan suggested placing the matter on the agenda of a special Planning and Capital Facilities Committee meeting. President Losee said any delay would place him at a handicap in seking private contributions.

Regent Holbrook offered a motion to assign the continuing education directors of the instittuions the task of evaluating the property and facility in question and reporting back to the Committee as soon possible. Regent Buttars seconded.

Regent Pappas offered an amendment to allow President Losee to proceed within the concept as authorized at the present time. Regent Dougan expressed

opinion that this authorization is already available; Regent Pappas withdrew his amendment and seconded the motion.

President Gardner said he thought the most the continuing education directors could do initially would be to project programmatic possibilities. It was determined that Dean Oakley Gordon of the University of Utah should convene the meeting, working with President Losee. The motion was unanimously adopted. (*Minutes*, September 15-16, 1975, pages 72-73.)

ZION NATIONAL PARK AMPHITHEATER AND PROPERTY - DIXIE COLLEGE

Commissioner Durham presented a brief history of Board actions in connection with said property. He read two actions with respect to the actual physical development of the property: (1) April 15, 1970, "to effect legal transfer to its name of 112 acres of land near the entrance to Zion National Park . . . deeded by the Springdale Lions Club to the State of Utah for the benefit of Dixie College. . . , and (2) March 25, 1975, "to recommend that the State Building Board proceed with planning . . . construction of the amphitheater, parking, rest rooms, and related facilities. . . ;" also, a third action, (3) September 16, 1975, to assign the continuing education directors of the institutions the task of evaluating the property. Commissioner Durham noted that Chairman Dougan and other Regents had held a meeting with Mr. Obert C. Tanner of the Bicentennial Commission and Mr. Glen R. Swenson of the State Building concerning the future of the facility and that several suggestions were made for statewide use. The matter was placed on the agenda of this meeting at the request of Governor Calvin L. Rampton, who has advised that he will assign a ranger from the Parks and Recreation Department to watch over the property on an interim basis until the Regents have time to determine their interests in it.

Acting Chairman Peterson congratulated Presidents Losee and Braithwaite on their arrangements for the initial performance in the new facility, June 11, 1976, a joint concert of the Mormon Tabernacle Choir and the Utah Symphony Orchestra.

President Losee distributed a two-year memorandum outlining the history and presenting his recommendations relating to the future of the facility. He asked that each Regent read it and give serious consideration to solution.

President Gardner reported that two representatives of the Division of Continuing Education at the University of Utah, together with representatives from the other universities and colleges, visited the site. Their report was very general because of the lack of specificity with respect to the facility's intended purpose.

Regent Holbrook offered a motion that management of the facility near Zion National Park be delegated temporarily to Dixie College, with a suggestion that institutional officials provide the Board with a recommendation on funding on a line item basis for maintenance and future expansion. Regent Stucki seconded.

President Taggart concurred and recommended that President-Designate W. Rolfe Kerr, who will assume office July 1, 1976, be given time to study the situation and make a recommendation.

Regents Holbrook and Stucki accepted an amendment offered by Regent Dougan noting that the Governor has agreed to provide interim protection and maintenance through the State Parks and Recreation Department, that Dixie College should cooperate with all departments of state government in conducting its study, and at the earliest possible time should submit a written report and proposal to this Board. The motion was unanimously adopted. (*Minutes,* May 25, 1976, pages 357-359.)

Chapter XI

COMPUTERS

Inter-Institutional Committee ("ICCS")

Inter-Institutional Committee on Computer Services. . . . recommendation that an inter-institutional committee consisting of representatives from the two universities and Weber State College be appointed to advise on long-range development of computer policies and practices in the Utah System of Higher Education. Meanwhile, the State Systems Planning and Computing Steering Board adopted a resolution calling for a similar committee with representation from their Board and asking the State Board of Regents to designate a representative from the Office of the Commissioner. Commissioner Durham recommended, and Chairman Peterson moved, that the Board authorize him to designate Dr. Harden R. Eyring as the representative of the Board of Regents on said committee. The motion was seconded by Mr. Monson and was unanimously adopted. (*Minutes,* June 27, 1972, page 247.)

Utah State Board of Regents Computer Policy*

1. *Immediate Objective*

The computer installation for research, administrative, and educational purposes now concentrated at the two universities, together with the facilities at Weber State College serving the other seven institutions, should be coordinated and harmonized. The immediate objective should be to coordinate essential existing and future services rather than establishing a separate centralized service for the System in addition to the present installations. The relation of these installations to the facilities and objectives of the State Computer Steering Board is noted below.

Under this policy, approved computing facilities installed and operating with system-wide potential at the two universities and at Weber will be shared with users at other instituions, also with other state agencies, whenever available services are compatible with the needs of the users, and are economically attractive. A continuing effort will be maintained to promote the sharing of programming and systems whenever mutually advantageous. When new programs are

* Adopted September 26, 1972; amended May 29, 1974 and July 23, 1974.

needed by one institution, every effort will be made to utilize existing facilities already developed with the state (or from other less costly sources throughout the United States), and to cooperate with other institutions in the System in developing such a program.

2. *Working Computer Network Contemplated*

Under the guidance of the Board through its Planning and Capital Facilities Committee, the further coordination and possible integration of computer services shall be encouraged as may be feasible, and as may be warranted by experience and available resources.

Thus, a working computing network is contemplated to make it possible for authorized users to have access to available computing facilities. The experience gained by the institutions in their participation in network development will be utilized in the development of such a network by means of the inter-institutional committee described below, and the policies adopted by the Board of Regents from time to time.

3. *Additions to or Modification of Computer Installations*

The Board of Regents shall provide for the prior review and approval of all additions to or modifications of computer installations or services at any System institution. The Board will establish and assure compliance with procedures regulating such additions or modifications. The procedures shall provide (a) for submittal of institutional proposals for review and approval by the Board of Regents before they are submitted to the Systems Planning and Computing Steering Board as may be required by law; (b) a requirement that such proposals shall be timely submitted to the Board permitting due deliberation by the Board and appropriate technical review by the Office of the Commissioner with such assistance from the Inter-Institutional Committee on Computer Services or other technical advisory committees as may be appropriate to establish the need for the proposed additions or modifications and to assure consistency with existing computer operations within the System of Higher Education and with the master plan for computing services in higher education as approved by the Board; (c) guidelines under which flexible treatment may be given to routine purchases and changes in computing equipment, particularly for changes involving relatively modest expenditures of funds, or changes in which there is special urgency, so that unnecessary delays in obtaining approval of the Board of Regents may be avoided; and (d) guidelines to assure that all procedures in connection with requests for bids, receipt and evaluation of bids, and awarding of contracts will be carried out in accordance with legal requirements under state law. (As amended May 29, 1974.)

4. *Inter-Institutional Committee on Computer Services*

There is hereby established an Inter-Institutional Committee on Computer Services (I.C.C.S.) consisting of a representative of the University of

Utah, of Utah State University, and Weber State College, designated by and responsible to the president of each as his delegate, together with a representative of the Office of the Commissioner to serve as chairman. The Inter-Institutional Committee may consult with and secure the advice of a technical advisory group or groups, ordinarily consisting of the director of computer services on each of the three campuses named. The I.C.C.S. is further authorized to maintain liaison with the State Computer Steering Board, and its administration. The I.C.C.S. may conduct studies and make recommendations to the Board through the Office of the Commissioner, regarding matters involving computer facilities and operations, including the continuing review and revision of this statement of policy.

5. *Oversight by Planning and Capital Facilities Committee*

The Planning and Capital Facilities Committee of the Board is charged with the general oversight of the I.C.C.S. The Planning and Capital Facilities Committee shall receive its recommendations through the Office of the Commissioner, and the Committee shall make its own recommendations to the Board.

6. *Meetings of I.C.C.S.*

Meetings of the I.C.C.S. may be held as called by its chairman, by the State Computer Steering authority, or may be held on the request of any committee member or institutional president to discuss matters associated with obtaining adequate computer services for institutional users, and to further efforts to make computer facilities within the System of Higher Education or elsewhere available to authorized users on the campuses of the System.

7. *Review of Schedule of Charges*

Through its Planning and Capital Facilities Committee, the Board shall review annually, and upon the recommendation of the presidents of the institutions providing services, approve the schedule of charges for inter-institutional computer services performed or rendered by any institution within the System. Ordinarily these charges should correspond to and be available at the same rates as obtain for purely local or internal use of each campus.

8. *Competition with Private Organizations*

Institutions of higher education will not compete with private organizations supplying computer services to non-governmental organizations. However, such services can be made available on an exceptional basis provided conditions warrant doing so, and when such arrangements are approved by the president of the institution or his designee.

9. *Annual Report to be Submitted*

The Office of the Commissioner, with the assistance of I.C.C.S. or other technical advisory committees as may be appropriate, shall prepare and submit to the State Board of Regents an annual report which shall review the status

of computing in higher education in Utah and report the activities and actions of the I.C.C.S. and its advisory committees during the year beginning July 1 and ending June 30. (Amendment added May 29, 1974.)

10. *Master Plan for Computing to be Maintained*

The Office of the Commissioner, with assistance of I.C.C.S. or other technical advisory committees as may be appropriate, shall recommend and revise annually for the approval of the Board of Regents a master plan for computing in higher education. A copy of this master plan, as approved by the State Board of Regents, will be transmitted to the Systems Planning and Computing Steering Board. Such master plan shall include but not be limited to the following:

a. Criteria for the evaluation of the costs and quality of service of higher education computing. Analysis based on such criteria for the present and projected utilization of existing computing facilities, including estimates of when and under what circumstances existing facilities will require modification or replacement.

b. One-, two- and five-year projections of computing needs, goals and objectives and resulting plans for meeting resource requirements, including hardware configurations, communications developments and software development efforts.

c. Recommendations of organization structures to further the availability of efficient, high-quality computing throughout the System.

d. Procedures for the review and coordination of computer activities within the System of Higher Education to assure that computer systems and facilities at each of the institutions are consistent with the master plan as approved.

e. Procedures for the cordination of computer acquisitions with the Systems Planning and Computing Steering Board to facilitate the consideration in higher education computing of the needs and resources of the State of Utah. (Amended, July 23, 1974.)

(*Minutes,* September 26, 1972, pages 50-52; May 29, 1974, pages 398-400; July 23, 1974, pages 52-53.)

COMPUTER POLICY - INTERPRETATION OF BOARD POLICY DECEMBER 19, 1972

On motion of Mr. Millett, seconded by Mr. Maughan, the Board unanimously adopted the . . . following interpretations of the Utah State Board of Regents Computer Policy of September 26, 1972:

1. Higher education computer requirements should be considered apart from computing requirements of other agencies of the state government.

2. Reports of computer costs at institutions of higher education should list separately those costs generated by services supported by state appropriated funds and computing services paid for by federal or private funds.
3. Institutions of higher education should adopt data bases for administrative data processing which have common elements but which have sufficient unique elements to satisfy the needs of individual institutions. The format of and changes to the common portion of the data base will be approved by the Inter-Insttituional Computer Committee before they are adopted. Wherever practical, these data bases should be consistent with national guidelines which may be developed.
4. Computer service from joint computer programs should be equal or superior to present computer service at institutions.
5. Except as described below, computer hardware and software located in state institutions of higher education and used for general purposes (administration, education, and research) should be made available to other institutions in the System on a cooperative basis whenever practicable. Computer facilities used exclusively in specific research programs and paid for and/or maintained by grant or contract funds, shall be excluded from any state cooperative computer program, unless approval for such cooperation is obtained from the sponsoring agency in advance.
6. Institutions of higher education should have operating control of any cooperative computer facilities established to provide computer services to the institutions of higher educaion in the state, under the general policy guidelines established by the State Board of Regent in accordance with the statutes of the State of Utah.
7. Benefits and costs anticipated from the initiation of any System higher education computer program should be documented, reviewed by the institutions of higher education, and approved by the Inter-Institutional Computer Committee before they are adopted.
8. The computer services in any cooperative computer system established by the institutions of higher education shall be available to all institutions in the System and all post-high school educational institutions within the state at the rates approved by the State Board of Regents.

(*Minutes,* December 19, 1972, pages 113-115.)

COMPUTERS, MASTER PLANNING TO BE COORDINATED BY PLANNING STEERING COMMITTEE

On motion of Regent Hatch, seconded by Regent Stucki, and unanimously adopted, it was agreed that the computer master planning efforts of the Inter-Institutional Committee on Computer Services shall be reported to and co-

ordinated with the other planning efforts by the Planning Steering Committee. (*Minutes*, September 23, 1974, page 86.)

COMPUTER POLICY, RESOLUTION OF APRIL 22, 1975, ON MASTER PLAN

Chairman J. Lynn Dougan offered a substitute motion to adopt the following resolution:

1. The responsibility of the State Board of Regents is to develop the master plan for higher education computing and to recommend computer acquisitions to the Systems Planning Steering Board which are consistent with the master plan. The Board will retain technical and other services to study and complete the master plan prior to July 1, 1976, as required by law.

2. The Board has been developing the computing master plan and reaffirms its intention to continue its efforts to provide a structure within which high quality instructional, research and administrative computing may be made available to users at system institutions, while respecting the Board's commitment to cost effectiveness and responsiveness to the state's need for economy in computer operations. Except as it may relate to some research computing, optimization of cost effectiveness of computing operation in public higher education shall be at the System of Higher Education level.

3. The Higher Education Computing Master Plan will include role definitions for the system institutions in instructional, research and administrative computing and will provide analysis and recommendations on system-wide cooperative development and operation of computer systems. The Board has provided that common data elements be adopted at the member institutions and that administrative and instructional software and equipment be developed to promote appropriate cooperation.

4. The existing role definition for computing at Weber State College is to provide (1) administrative computing at Weber State College and the six institutions presently served by it and (2) instructional computing for Weber State College. There has as yet been no role designation to provide instructional computing at the six colleges. The Board will study the advisability of designating the University of Utah, Utah State University or Weber State College, or some combination thereof, to provide this service. The Board is also studying the possibility of providing remote job-entry terminals at the six institutions to take advantage of existing major computing capacity in the system.

5. Recent analysis of budgets at Weber State College indicates that the cost of the contemplated computing hardware upgrade should not

require monthly payments in excess of $13,000 unless additional resources to meet such excess are identified. Even the $13,000 per month level may result in the allocation of as much as $155,000, including personnel and software development, in additional funding to Weber State College computing operation in fiscal year 1976-77, only part of which would become available through normal budget increases.

6. In addition to the alternatives transmitted to the Systems Planning and Computing Steering Board following the Board's March meeting in St. George, the Board finds that an interim solution would be the retention of the present IBM 360/40 with the addition of some modest computing capability to provide for communications and interactive computing.

7. Whatever additional computing capability is added by this or other action of the Board prior to the completion of the master plan will be compatible with the long-term goals and needs of the System of Higher Education and use and placement of such capability will be determined by the master plan. Decisions as to computer acquisitions prior to the completion of the master plan shall provide interim solutions which will be sufficiently flexible to be accommodated within the master plan.

The substitute motion passed by unanimous vote.
(*Minutes,* April 22, 1975, pages 412-414.)

COMPUTER CHARGES

On motion of Regent Dougan, seconded by Regent Bulloch, the Board unanimously approved a new rate structure for instructional uses of the University of Utah Univac 1108, effective March 1, 1974. These rates apply to all campus departments and agencies and to instructional department users at the other system institutions. Daytime computer rates are 8¢/second instead of the prior 15¢; evening computer rates are 6¢ instead of 10¢, and the overnight rate is 4¢/second instead of 5¢/second. Interactive rates are reduced from 21¢/second during days, from 16¢ to 9¢/second in the evenings, and at nights from 11¢ to 6¢/second. Connect time for these three periods is $2.00, $1.50 and $1.00/hour. The mass-storage rate will be reduced in the near future from 4¢/track/day to 1¢/track/day because of additional hardware which has ben installed very recently. A new express service for short jobs is also offered, and runs accumulating less than ten seconds cost 10¢ plus page and card changes. (*Minutes,* April 30, 1974, page 358.)

COMPUTERS, COMMUNICATIONS NETWORK

Assistant Commissioner Harden R. Eyring referred to a revised report and recommendations of the Inter-Institutional Committee on Computer

Services. On motion of Vice Chairman Hatch, seconded by Mr. Plowman, the Board unanimously adopted the first recommendation, as follows:

(1) *Communications Network Activity*

The Inter-Institutional Committee on Computer Services has discussed the urgent need for improved means of machine communication for computers between the System institutions. Real sharing of existing facilities, as contemplated by the Board of Regents in its policy statement of September 26, 1972, cannot begin until economical communications links between the institutions can be established.

The Committee has studied various means of establishing such communications links. Dial-up service, leased telephone lines, W.A.T.S. lines, the KUED microwave System and a possible state telecommunications system have all been considered.

Of these various means, a state telecommunications system has, in the opinion of the Committee, the most promise over the long run. This system has been growing up piecemeal through the cooperation of several state agencies. Three years ago the Governor's Telecommunication Advisory Committee and its Technical Subcommittee framed legislation to create an Office of Telecommunications and to provide special funding for this project. Although the legislation was not adopted, the Technical Subcommittee has continued to meet and has current recommendations as to what is still needed to complete the project.

The Board of Regents, therefore, hereby goes on record as favoring the early completion of a state telecommunication system so that the higher education computer facilities which now exist can be made more readily available to users at other campuses or to users in state government, and urges the Governor's Planning Committee to move forward with the project. The system, when completed, should be designed to provide adequate computer communication for the needs of higher education at minimum cost. Final plans should be developed with the use of adequate technical expertise to ensure that the unique needs of higher education are filled.

Mr. Hatch offered a motion, which was duly seconded and unanimously adopted by the Board, to approve recommendations 2 and 3 and to add a fourth recommendation:

(2) *Organizational Structure of Systems Planning and Computing's Study of Systems and Computer Use in State Government and Public Institutions*

The State Board of Regents recommends that the member institutions of the Utah System of Higher Education cooperate with the

Systems Planning and Computing study of all systems and computing requirements within the State through the Inter-Institutional Committee on Computer Services as established by the Board in its Higher Education Computer Policy adopted September 26, 1972, as interpreted December 19, 1972. This utilization of existing organizational structure is considered to be the most effective means of obtaining information about systems and computing in higher education and of developing possible alternative courses of action to be considered. Cooperation in this study should be governed by the following conditions:

a. All data previously gathered by ICCS and TACIS should be made available on request.

b. Additional data regarding higher education computing requirements will be obtained by ICCS whenever possible. Reports of computer costs at instittuions of higher education should list separately those costs generated by services supported by state appropriated funds and computing services paid for by federal or private funds.

c. Requests for support of the study must recognize the provisions of the law establishing the Systems Planning and Computing Board and the relationship between that board and the institutions of higher education as defined therein.

(3) *Subject Matter of the Study*

It is recommended that the Systems Planning and Computing study focus first on the following considerations:

a. The development of a statement of basic principles upon which future planning for systems and computing should be based. As this effort relates to higher education, these principles should be compatible with the Higher Education Computer Policy of September 26, 1972, as interpreted December 19, 1972.

b. The evaluation of a state telecommunications system so that existing computer facilities can be made more readily available to remote users.

c. The evaluation of the activities of other states and higher education communities in the sharing of systems planning and computing efforts.

d. The careful review of the apparent current trends in systems planning and hardware configuration which de-emphasize the consideration of computer facilities in favor of the sharing of the systems planning and software development effort for use on smaller localized equipment.

(4) *Study of the Computing Needs of Institutions of Higher Education*

The Board of Regents instructs the Inter-Institutional Committee on Computer Services to conduct a study to determine whether the needs for computing in higher education can be best served, in whole or in part, within the framework of a state government system or whether the needs of higher education are sufficiently different from the nee of other agencies of state government to warrant the establishment of separate and distinct system for the development of systems and computer facilities in higher education.

(*Minutes,* October 23, 1973, pages 100-103.)

JOB TERMINALS

Regent Stucki offered a motion to direct that a study be performed by the Office of the Commissioner, collaborating with the Inter-Institutional Committee on Computer Services, to determine the feasibility, practicability, and economy of installing remote job terminals at each institution, to be tied in with the Weber State College computer; and, that a report and recommendations be presented to the Board by the March, 1975 meeting, if possible, for its further study and action. The motion, seconded by Regent Buttars, was unanimously adopted. (*Minutes,* October 30, 1974, page 131.)

COMPUTERS, PROCEDURES AND CRITERIA FOR ADDITIONS

Procedures and Criteria for the Approval of Additions to or Modifications of Computer Facilities

1. Annual approval of the Master Plan for Computing with its one-, two- and five-year projections and detailed analysis continued in Section IV shall, to the extent feasible, give adequate early advisement to the Board of the requirements and needs of each instittuion. With the exception of services and equipment as provided in paragraphs 5 and 6, any proposed addition to or modification of a computer facility which is not substantially indentical to that described or provided for in the master plan shall first be the subject of a Board approved amendment to the master plan before further action on the proposal can be taken.
2. Based on master plan approval of the basic concepts and guidelines for the proposed project, the institution shall submit a request for authorization of the Board of Regents to formulate a "Request for Proposal" (RFP). Such request for authorization shall be based on a detailed feasibility study in which the institution establishes the need and also discusses possible alternative solutions based on experience and informal discussions with vendors as appropriate. The feasibility study shall treat the following issues:

a. A general description of the operation as it is currently accomplished.

b. A general description of the operation as it might be accomplished under the proposal and under possible alternatives, if any, including the advantage and savings that might be expected and estimates of equipment utilization both as to frequency and as to type (research, instructional, etc.).

c. A statement on the feasibility of using currently installed equipment in the same department, the same institution, the System of Higher Education or some other State agency.

d. The estimated cost of the equipment, the estimated costs other than equipment such as space, suppliets and personnel and the present and projected sources of funding to meet such costs.

e. Future plans.

f. The impact on present and future computer center revenues and facilities at the institution and elsewhere in the System of Higher Education.

g. Desired implementation schedule.

h. The criteria by which the requested facility or services will be evaluated as to costs and capability after it has been brought to an operational level and the target date upon which a report of such evaluation will be submitted to the Board.

3. Except in those cases of acquisitions of equipment and services as provided in Paragraphs 5 and 6, the institution's feasibility study will be presented to the Board for its action. The Board may request studies, as it may deem appropriate, by I. C. C. S., its advisory committess, the Office of the Commissioner, consultants and so forth. The Board, upon approval, shall authorize the institution to prepare an RFP within appropriate constraints and limits as set by the Board. Such RFP shall be reviewed by I. C. C. S. for fairness, technical correctness, consistency and compliance with Board constraints and policy and with the Master Plan. I. C. C. S. shall approve the RFP in the event that I. C. C. S. finds that the RFP comes within the constraints and limits as set by the Board, and that I. C. C. S. is satisfied that vendors interested in preparing a proposal in response to the RFP agree that the RFP is a fair and unbiased document without unwarranted limitations favoring any vendor or vendors. Should I. C. C. S. find that the RFP does not meet the foregoing standards, it shall not approve the RFP but shall refer the matter to the Planning and Capital Facilities Committee of the Whole Board for hearing and action.

4. The institution's normal bid procedures having been followed, either the instittuion's president, I. C. C. S. or the Board approves the particular

acquisition, depending on the Board's earlier determination when it authorized the preparation of the RFP.

5. Additions to or modifications of computer facilities at any System institution having a purchase price of $5,000 or less, or monhly rental of $200 or less, and any services contract of $5,000 or less may be approved by the President and Institutional Council as determined by institutional policy. Any purchase, lease or contract in excess of the amounts stated requires the approval of the State Board of Regents or its designee as provided in these procedures.
6. Based on analysis of a feasibility study prepared pursuant to Paragraph 2 above, additions to or modifications of computer facilities at System institutions may be approved by the Commissioner of Higher Education and recommended by him to the Systems Planning and Computing Steering Board for approval, or at his discretion, may be referred to the State Board of Regents for approval if either of the following criteria are satisfied:

   First:

   a. No state education and general funds will be involved as direct costs in the equipment's purchase or operation, and
   b. The equipment's use will be limited to a specific project or a particularly department with no general availability of the equipment to users outside the department who are not connected with the specific project, and
   c. The acquisition will not adversely impact at any present or contemplated central facilities at any other instituion, and
   d. The equipment has an estimated purchase cost of less than $200,000.

   Second:

   a. The equipment is other than a change in central system and is a routine addition to an existing campus computer center or other facility which does not change the character of the facility but is necessitated by growth in the demand for services presently rendered, and
   b. The commitment of State funds is less than $50,000 estimated purchase cost or $2,000 per month lease payments, and where such costs will be recovered from charges to users of the computer center.

(*Minutes*, November 26, 1974, pages 184-185.)

COMPUTER SERVICES - FEASIBILITY STUDIES

On motion of Chairman Charles E. Peterson, second by Mr. Millett, the Board unanimously approved the activities of the Inter-Institutional Com-

mittee on Computer Services taken in conformance with the Statement of Recommendations, Planning Studies and Cooperative Activities contained in the December 19, 1972 report of the Committee, for (a) study of feasibility and cost effectiveness of making existing computers available to all institutions by communications network or otherwise; (b) study software and recommend plan for common and unique elements in administrative data bases; and (c) study computer hardware and recommend master plan for higher education computing services.

Chairman Peterson offered a motion, seconded by Mr. Hatch and unanimously approved, that the Board provide that before detailed systems analysis begins, all institutions submit a report of all major revisions to or development of new administrative data processing systems when the development or revision will require two or more man-months of systems analysis or programming effort. Such reports shall be reviewed by the Inter-Institutional Committee on Computer Services and its Technical Advisory Committee on Administrative Information Systems and a recommendation as to the appropriate means of proceeding with the project made within thirty days.

(*Minutes*, January 23, 1973, pages 125-126.)

Chapter XII

EDUCATIONAL TELEVISION

EDUCATIONAL TELEVISION - KUED, POLICY ADOPTED JANUARY 13, 1970 AND ITS IMPLEMENTATION

At the meeting of the Board held January 13, 1970 (*Minutes*, page 75), a motion was adopted that recommendations of the Joint Committee on Educational Television adopted December 22, 1969, be adopted by the Board with the provision that appointment of a coordinator of television programming would be open to future decision (*Minutes*, page 75):

"1. Reaffirm the status of KUED, Channel 7, and the translator network as the key television production-transmission facility in Utah.

"2. Support the discontinuation of broadcast transmission at Utah State University (KUSU).

"3. Reassert the essential function of USU as a major television production center.

"4. Urge the Weber County Board of Education to phase out KWCS, Channel 18, as a broadcast agency, but retaining the studio as a production center principally for vocational-technical programs.

"5. Procure the services of a fulltime coordinator or projects director in the area of need assessment, program development, exchange and field utilization of television courses for credit, non-credit extension telecasts, and vocational-technical materials.

"6. Move forward with plans to activate the north-to-south microwave channel.

"7. Make a clear designation of channels for funding KUED and production centers. Note: This decision appears to have been made on its own motion by the 1970 Legislature, Item 98 of the 1970 Appropriations Act, as follows:

"To State Board of Higher Education —
Statewide Television

From General Fund $372,000

Schedule of Programs:

Statewide T.V.	50,000
U. of U. KUED	221,000
Utah State University	60,000
County Translator System	41,000

"It should be noted that under the language of the foregoing Act, the Joint Committee on Educational Television no longer has a function in allocating funds for educational television programs. However, the Joint Committee continues in existence and will be convened as needs arise.

"8. Readjust thinking about the role and value of broadcast television.

"9. Promote continuing acquisition of small video recording equipment, auxiliary equipment and tape stock by schools and university departments and installation of central distribution systems.

"10. Involvement with the statewide communications project in an effort to build support for ancillary uses of microwave equipment, sites and routes.

"The motion adopted by the Board, January 13, 1970, was done 'with the understanding that the details were to be worked out by the Commissioner of Higher Education' and the additional proviso 'that the appointment of the coordinator is open for future decision.'

"Recommendations of the Commissioner

"1. On February 18, 1970, I reported to the regular meeting of the Board (*Minutes*, page 87) that under the terms of the 1970 Appropriations Act, it was my intention to transfer the funds provided in the 'Schedule of Programs' listed in Item 98 of the Appropriations Act for Statewide Television ($50,000) and the University of Utah KUED ($221,000) to the University of Utah for the maintenance and operation of the statewide television system; and to Utah State University ($60,000) for program production (see recommendations of the Joint Committee, December 22, 1969, adopted by the Board).

"2. An additional schedule for the County Translator System ($41,000) will be expended through the Board's office for this purpose, under the recommendations adopted by the Board.

"3. It is recommended that the 'coordinator' or 'projects director' be appointed by the Board on the recommendation of the Commissioner of Higher Education; and that this function be combined with the position of Coordinator of Continuing Education and the administration of Title I programs, an office which will be responsible to the Associate Commissioner for Academic Affairs.

"4. The Director of KUED Channel 7, Dr. Rex Campbell, has made clear in the past to the Joint Committee on Educaional Television, and to the Commissioner, that KUED is eager and anxious to provide time for programs originating at Utah State University and other member institutions of the System

of Higher Education under the present appropriation scheme and recommendations adopted by the Board; as well as continuing its past record of cooperation with the State Department of Public Instruction and other agencies.

"5. I recommend that the Board affirm a policy of encouraging all member institutions to utilize the facilities thus available, in accordance with their institutional roles, by direct communication of interest and requests to the director and staff of KUED; that response be made to requests for collaboration issuing from the Office of the Commissioner, through participation in such projects as may be devised and developed through the Coordinator of Continuing Education, in the Office of the Commissioner; that program production be encouraged utilizing interested faculty and staff members, students, alumni, and ongoing programs, rather than through extraordinary expense or special 'productions,' except as funds may be available from time to time for such purposes.

"Respectfully submitted,

"G. Homer Durham
Commissioner and
Executive Officer"

(*Minutes*, July 28, 1970, pages 19-21.)

EDUCATIONAL TELEVISION - KUED, CONTRACT WITH MOUNTAIN MICROWAVE

"Commissioner Durham reported that the Utah Joint Committee on Educational Television had met pursuant to the recommendations given to the Board, January 13, 1970. Since that time, also, the Appropriations Act of the 1970 Legislature has been enacted. Under the terms of that Act, certain funds are made available for statewide television, July 1, 1970, which will be transferred, under the terms of the Act, to the University of Utah for KUED and to Utah State University for production of programs. He said he believes that in the next five or six months we will have achieved the excellent statewide system planned for many years, with KUED as the basic instrument in the State. . . .

"In that connection, the Utah Joint Committee on Education Television, at its last meeting, approved a contract with Mountain Microwave. The Commissioner recommended to the Board that it approve this contract, which has been approved as to form by the Attorney General, which is a contract between the Board of Higher Education [Regents] and Mountain Microwave of Denver for a simultaneous, two-way, microwave system, and which will meet color requirements on a minimum path from Salt Lake City to Logan, or from Logan to Salt Lake City, with a two-way voice communication circuit. The amount of the rental is not to exceed $11,700, or $1,950 per month, funds for which are available under the 1969 appropriations to the Utah Joint Commitee on Educational Television. Mr. Pappas offered a motion, which was duly seconded, to approve the proposed contract between the Utah Board of Higher Education

and Mountain Microwave, as outlined by the Commissioner, and to authorize the Commisioner to execute it on behalf of the Board, which was unanimously approved." (*Minutes*, February 18, 1970, pages 87-88.)

Educational Television, KOET

Commissioner Durham reported receipt, August 28, 1973, of a letter from Mr. Philip D. Hill, Director, Public Information Unit, Utah State Board of Education, noting that the State Board of Education has been given opportunity to acquire, free of charge, television station KOET in Ogden, and asking his opinion. Commissioner's Durham's reply of September 4, 1973 stated his opinion that the State of Utah cannot afford two tax-supported education television stations. KUED serves as statewide television at the present time, has done so very successfully, with excellent cooperation and support from the State Board of Education, the Superintendent's Office, Mr. Dan Keeler, and many others. His reply also stated that since KUED was established, KUSU at Utah State University was launched and later dissolved in consequence of legislative opinion and merged with the statewide television system administered through KUED. Also, KBYU has come into being. Utah thus has more educational television for its million people than probably any other community in the world.

Mr. Peterson offered a motion that the Board go on record in support of Commissioner Durham in this matter, that it would be inadvisable to operate a third educational television facility in the State, particularly in view of the excellent cooperation and utilization of KUED. The motion, seconded by Mr. Stucki, was unanimously adopted.

(*Minutes*, September 25, 1973, pages 63-64.)

KUED Lease of Microwave Equipment - University of Utah

On motion of Chairman Simmons, seconded by Mr. Plowman, the Board unanimously authorized KUED-TV to lease microwave equipment in a yearly bases with right to cancel the lease without penalty if funds are not available from non-state sources. . . . It is anticipated funds will be available from University Account 2011-753, an account . . . to expend monies provided by the Federal Government under a grant from the Corporation for Public Broadcasting. (*Minutes*, November 28, 1972 pages 86-87.)

Chapter XIII

AFFIRMATIVE ACTION AND OTHER MATTERS

Utah State Board of Regents
Office of the Commissioner of Higher Education
Affirmative Action Program
to Guarantee
Equal Employment Opportunities
for
Women and Minority Groups
February 28, 1974*
Introduction

The Office of the Commissioner of Higher Education, as an office whose personnel practices are governed and controlled by the Utah State government, is committed by principles of justice and by law to ensure equal opportunities for employment within the office without regard to race, color, religion, sex, or national origin. Meeting this committment fully and fairly is a high priority objective for every member of the Commissioner's staff.

Recognizing that good community relatives are vital to the success of the Board of Regents and the Office of the Commissioner, the office will continue to cooperate with ther governmental agencies and community organizations which share the objective of ensuring equal employment opportunities.

Keeping the community informed about the Utah State government's Affirmative Action Program will help to promote awareness of and concern for the status of women and minority groups.

The purpose of this document is to describe a detailed program to guide the Office of the Commissioner in its efforts to achieve a balanced representation of women and minority groups in the twenty positions presently authorized for this office.

* Endorsed by unanimous vote of the Board, March 26, 1974, (*Minutes*, March 26, 1974, page 335.)

Article I

EXECUTIVE RESPONSIBILITY

Direct legal responsibility for the Affirmative Action Program as outlined in this policy lies with the State Board of Regents. Executive responsibility lies with the Commissioner of Higher Education. The Commissioner shall appoint a high level position to act as Office Equal Employment Opportunity - Affirmative Action Program Coordinator (hereinafter referred to as Office EEO-AAP Coordinator).

Article II

DISSEMINATION OF POLICY AND PROGRAM

A. The Commissioner of Higher Education shall acknowledge in memo form the appointment of the Office EEO-AAP Cordinator to the State EEO Officer and all employees of the Office.

B. The Office EEO-AAP Coordinator shall:

1. Distribute to all employees this document and materials from the State Personnel Office affirming the office's participation in the State Affirmative Action Program.
2. Initiate discussion of EEO-AAP Resolution and Policy in both employee orientation and employee training programs.
3. Review the preparation of all office releases, publications, etc., relating to equal employment opportunity.

Article III

IMPLEMENTATION

A. Data Collection and Evaluation of Criteria

1. The Office EEO-AAP Coordinator shall be conversant with laws and rules of governmental agencies pertaining to equal employment opportunity and shall prepare and maintain statistical data measuring the effectiveness of the office's Affirmative Action Program and shall submit periodic reports to the Commissioner.
2. The Office EEO-AAP Coordinator shall determine the job categories within the office which presently exhibit underutilization of minority or female employees.
3. The Office EEO-AAP Coordinator shall evaluate all job classifications and related employment criteria to ensure that the standards and procedures utilized do not discriminate on the basis of race, color, religion, national origin, or sex.

4. Records and reports will be prepared and maintained in strict compliance with the regulations of the State of Utah and Executive Order No. 11246, as amended by Executive Order No. 11375.

B. Establishment of Goals and Timetables

In such instances as the facts may indicate a need, the Commissioner upon the recommendation of the Office EEO-AAP Coordinator, and with the approval of the State Board of Regents, shall set goals and timetables to improve the balance of women and ethnic minority group members in a job category. In the establishment of these goals, consideration shall be given to the necessity that in the immediate present, corrections come primarily from replacement of personnel lost through resignations and retirements.

C. Procedures for Filling Staff Positions

1. The office, as an equal opportunity employer, recruits staff on the basis of abilities, skills, experiences, education, and training without regard to race, color, religion, sex or national origin, and in accordance with state regulations.

2. Every vacancy (full-time or part-time) in the office is regarded as an opportunity for the employment or promotion of a woman or minority person and a concerted, conscientious effort is made in the recruitment process to locate, to make contact with, and to attract appropriately qualified female and minority candidates for all positions being filled.

3. All sources of applicants, including public and private employment agencies, professional recruiting firms, high schools, college placement offices, and community organizations are being advised of the office's equal employment opportunity policy as an agency of the State of Utah. Women and minority members of the staff are asked to offer information and advice in recruiting and selecting candidates for positions in the office. Written notice is broadly disseminated regarding every staff vacancy which occurs in the office in order to provide an equal opportunity for qualified women and minority applicants to be considered for employment.

4. In the appointment and promotion of women and minority group members full consideration is given to women who may not be able to devote full time to office duties during their child-rearing years.

5. The Office EEO-AAP Coordinator maintains an affirmative action file of minority and female applicants not hired who are potential candidates for future openings.

D. Development and Promotion of Present Staff

1. The office will make continuing efforts to provide assistance and encouragement for women and minority group members seeking to improve their

job skills and to qualify for advancement to positions of greater responsibility within the office.

2. In order to effect the full utilization of its available human resources, it is the policy of the office to consider the filling of vacancies above the starting level by promoting from within and to promote on the basis of ability, performance, and experience. This policy does not foreclose the possibility of initial appointments at supervisory or other advanced levels of properly qualified applicants, including women and minority applicants.

E. Procedure for Job Supervision.

1. If a staff member feels that a problem exists in his or her job assignment, the emplyoyee should not hesitate to discuss the problem promptly with his or her supervising associate or assistant commissioner. It is hoped that in a spirit of understanding and cooperation, they will arrive at an amicable solution to the problem. If the employee is unable to talk with the supervisor, or if the employe and the supervisor cannot agree, the grievance is to be referred to the Commissioner.

2. The Office EEO-AAP Coordinator shall familiarize employees with federal and local government complaint systems and publicize the availability of Equal Employment Opportunity Counseling.

Utah State Board of Regents
Office of The Commissioner of Higher Education
Affirmative Action Program
Appendix A:
Goals and Timetables *
April 30, 1974

Current Authorized Positions

Professional:

1. Commissioner of Higher Education
2. Information Officer
3. Associate Commissioner and Director of Academic Affairs
4. Assistant Director of Academic Affairs
5. Planning Analyst
6. Coordinator of Veterans' Affairs
7. Director, Title I Programs and Coordinator of Statewide Television
8. Associate Commissioner and Director of Business Affairs
9. Assistant Director of Financial Studies and Accounting Systems

* Approved by unanimous vote of the Boards (*Minutes*, April 30, 1974, page 379.)

10. Assistant Director for Institutional Studies
11. Supervising Internal Examiner and System Analyst
12. Assistant Director of Budgets
13. Assistant Commissioner and Director of Planning

Affirmative Action Goal

A minimum of one minority person and one woman (may be the same person) among those filling these thirteen authorized positions and more, without restriction as to number as qualified candidates may be recruited.

Timetable

The experience of turnover in these positions since the creation of the Board in 1969 and recognition of the relatively tight job market across the nation for this type of employment makes it unlikely that the average rate of turnover in professional positions will exceed one per year at most. Substantial efforts will be made to recruit or promote minority persons and women to fill each vacancy as it occurs. As a guideline to expected success, it is anticipated that either a minority person or a woman would fill at least one of the next four professional position vacancies and that there would be both a minority person and a woman among the next eight professional hires.

Current Authorized Positions

Classified Employees:

1. Administrative Secretary
2. Administrative Assistant
3. Secretarial Assistant
4. Research Assistant
5. Secretary
6. Secretary
7. Secretary (will be vacated 5/6/74)
   Minority hired 5/24/74

Affirmative Action Goal

Minimum of one minority person among those filling these seven authorized positions.

Timetable

Based on the experience since 1969 and a pronounced trend toward fewer turnovers in these positions, a best estimate of frequency of turnover results in an average of approximately one vacancy each year. Substantial efforts will be made to recruit minority persons to fill each vacancy as it occurs. As a guideline to

expected success, it would be anticipated that at least one of the next three positions filled in this category would be filled by a minority person.

Note: The Administrative staff in the Office of the Commissioner of Higher Education is very small and relatively specialized when compared with many other state agencies or with the staffs of the colleges and universities in the Utah System of Higher Education. These affirmative action goals and timetables reflect only the situation of this office and do not in any way affect the practices of the higher education institutions where there may exist substantially greater equal employment opportunities. By statute and Board of Regents' by-law, the president of each institution, with the approval of the institutional council, has full responsibility for employment practices and procedures for that institution.

ADMINISTRATIVE RULE-MAKING ACT

On motion of Regent Huggins, seconded by Regent Billings, the Board unanimously adopted the following resolution:

RESOLVED BY THE UTAH STATE BOARD OF REGENTS:

1. The Board of Regents hereby finds and determines that the Utah Administrative Rule-making Act (Utah Code Annotated 1953, Title 63, Chapter 46), when interpreted in accordance with public policies pertinent to the administration of higher education, should not apply to the promulgation of management rules, regulations, policies, and administrative decisions (including but not limited to decisions relating to curriculum, personnel management, budgets, fees (and charges) made by the State Board of Regents, the several institutional councils, and institutional administrative officers.

2. Without conceding that the Administrative Rule-making Act limits, qualifies, or restricts the powers of the Board of Regents or of its institutional officers in any manner, the Board believes that its interpretation of the law as here declared, and its policy not to observe the requirement of the Administrative Rule-making Act in the administration of the internal management functions of the System of Higher Education, should be formally and officially declared in order to avoid confusion and uncertainty.

3. Accordingly, the Board of Regents hereby gives notice that the Administrative Rule-making Act is interpreted by the Board as inapplicable to the promulgation of rules and regulations by the Board, the institutional councils or the institutional officers in the System of Higher Education, except as provided in Paragraph 4 herein. The Board further declares

the Administrative Rule-making Act inapplicable to the Board in the administration of its management functions.

4. The Board of Regents further gives notice that as a matter of administrative policy, and without conceding that the Administrative Rule-making Act is applicable, it will substantially adhere to the policy of the notice and public hearing requirements of Utah Code Annotated, 1953, 63-46-5, with respect to the future promulgation or amendment of rules and regulations relating to traffic and parking requirements upon the campuses of the several institutions of higher education.

5. The reasons for the interpretation and policy statement set forth above are:

   a. If the Administrative Rule-making Act were to apply to institutions of higher education, an intolerable burden would be placed upon the institutions. Daily routine functions would be disrupted. The vicissitudes of student enrollment, budget funds, government and private grants—to name but a few—constantly require responsive policies, rules and regulations on the part of the Board of Regents and the respective institutional councils and administrations of the several institutions. The closer inter-relationships between the Board of Regents, institutional adminisrators, faculty and students require constant communication and the ability to resolve problems without undue delay.

   b. The management rules and regulations adopted by the Board of Regents and by institutions of higher education do not have the kind of direct effect upon rights and interests of the public that was contemplated by the Act. Furthermore, each institution has already adopted codes, policies, rules and regulations which clearly guarantee to university personnel, faculty and students their constitutional rights of due process. Thus, it would be contrary to the best interests of both the public and the institutions of higher education if the constantly changing policies which are necessary to govern their affairs were subject to burdensome requirements of public hearings.

   c. It is recognized that campus traffic rules and regulations may affect the public interest in more direct ways, since persons generally not associated with the institutions of higher education may travel and/or park on their roadways and parking areas, respectively. It would, therefore, be in the public interest that public hearings be held on proposed changes in traffic rules and regulations that may affect the public when visiting such campuses.

(*Minutes,* May 29, 1974, pages 406-407.)

VETERINARY MEDICINE CONTRACT WITH KANSAS STATE UNIVERSITY

On motion of Chairman Hatch, seconded by Regent Buttars, the Board authorized the execution of a contract with the Kansas State University College of Veterinary Medicine to provide places for zero to two Utah entering freshman students, a possible total of $12,000 for fiscal year 1976-77, subject to availability of sufficient funds to implement it. Regent Dougan voted no.

(*Minutes,* March 30, 1976, page 275.)

INDEX

Academic Affairs, 59–107

Academic Freedom, 48ff, 68

Academic Master Plans, required, 176

Accounting: credits, 71–72; manual, 110–111; auxiliaries, 120, 121, 123–124; reimbursed overhead, 145–148; investments 151–155

Administrative Rule-making Act, 214

Advanced Placement Exam, 73

Affirmative Action, 209–213

Agenda, 20–21

Alumni member institutional council, 44

Appeals, residency matters, 56

Appropriations, operating budgets, 111ff; capital facilities, 181–182

Area Vocational Centers, 102–103

Assembly, Higher Education, 25

Associated students, presidents, members of institutional councils, 44

Athletics, 51, 124

Auditor, State, 119

Audits, internal, 113–119

Audit Review Committee, 119

Auxiliary enterprises, 120–124

Bachelor's Degree, three-year, 67

Binder, insurance, 157

Bonds, auxiliary, 122, 124

Budgeting, 125–136; statutory provision, 125–126; extended day, 126; new programs, 127; guidelines, 127–128; line items, 128; rehabilitation fees, 128–129; reporting of funds, 129; salaries and retirement, 129–130; "soft money", 130; TIAA-CREF, 131–132; definitions for budgeting, 132–134; over-collections, surplus, 134–135; dues, memberships, 135; Fringe Benefits Study, 136; grants, etc., 137–139; reimbursed overhead, 140–150

Building Board, 184

Business Administration: programs, 69ff; accreditation, 70; transfer of credits, 72–74; from Stevens Henager, L.D.S. Business College, 79

Business affairs, 111–166; accounting, 111ff; financial documents and checks, 112–113; internal audits, 113–119; auxiliaries, 120–124; bonds, 124; budgeting, 125–136; grants, 137–139; reimbursed overhead, 140–150; investments, 151–152; liability insurance, 156–159; work programs, 160; student loans, 160; tuition policy, 164

Bylaws, Regents' officers and committees 17–19; meetings, 19–21; Board procedure, 21–22

Campus Speaker Policy, 48–49; use of facilities, 50–51; class schedules, 51

Capital Facilities: statutory provisions, 173ff; delegation to institutional councils, 173–174; 1975 policy documents, 175–183; planning and budget guide, 179–181; recom-

mendations to Building Board, 184; excess property, 185; State clearinghouse, 185; presidents' residences, 186; buildings without State funds, 187
Catalogs, removal of programs, 65–67
Chairman, Board of Regents, 17
CLEP Test, 74ff
College of Eastern Utah, role, 1
Commencements, 46
Commercial Security Bank, 113n
Commissioner of Higher Education, 27–29; Council of Presidents' view of functions, 36; retirement, 37–38; leaves of absence, 38
Committees, Board, 18–19; of the whole, 24
Community Colleges, 61–62; conference for improving teaching, 62; and continuing education, 80, 81
Competition with private computer firms, 193
Computers, 191–202; policy and interpretation, 191–194; Planning Steering Committee, 195; charges, 197; network, 192, 197, 198; terminals, 200; additions, 200–202
Constitution of Utah general control clause, 24–25
Continuing Education, 80–84
Continuing Education Centers, Moab and Roosevelt, 64, 84, 159–160
Contracts and grants, 137–150
Council of Presidents, 34–37
Counselors, high school, 63–64
Course numbering, 73ff
Curriculum changes, 60–61
Curriculum and Roles Committee, 61; procedures, 62–63; agenda, 63

Definitions, residency, 52–56; budgeting, 132–134; reimbursed overhead, 141–142
Degrees, advance approval of Board required, 61; three-year 67; time-shortened, 67–68
Delegation, to presidents, 32–34; to institutional councils, 45–46, 173–174, 176–177
Deputy Commissioner, 29
Diplomas, 45
Discipline, institutional, 46ff; speaker policy, 48–49; ordinance on 49–50; scheduling facilities, 50–52
Dixiana Dormitory, 123
Dxie College, role, 41
Dixie College Zions Park Amphitheater, 187–190
Dues, 135

EEO-AAP coordinater, 210ff
Educational institutions, Regents constituted, 23
Election of Board officers, 17
Engineering, research roles, 85–88
Engineering technology, 88
ETV, 205–208

Examinations, credit by, foreign languages, etc., 73ff
Executive Committee of Board, 18
Executive session, 22
Extended day, 126

Fees, rehabilitation waivers, 128–129; student, 166
Federal programs, clearinghouse, 185–186
Finance (See business affairs)
Finance Task Force, 159
Foreign students, 54
Fringe Benefits Study, 136

General Education, transferability, 77–79
Gifts, (See grants, contracts)
Goals, affirmative action, 213–214
Grants, gifts, contracts, 137–139
Guaranteed Student Loans, 161–162
Guidelines, speaker, 48–49; budgeting, 127–128

"Hard" money, 130
Health Sciences, 89–94; clusters and programs, 89–92; cooperative nursing, 92–94
Higdon, Dr. Archie, 88
Higher Education Act, general provisions, 13–16; Assembly, 25; Commissioner of, 27–29
High School Counselors, 63–64
Honorary degrees, 45

"ICCS" Committee, 191ff
Industrial technology, 88
Information Centers, 64–65
Institutional councils, 43ff; delegation to, 45; relations with student governments, 47–48; investments, 151ff; capital facilities, 173–177
Insurance, Liability, 156–160
Internal audits, 113–119
Investments, 151–155

KOET, Ogden, 208
KUED, 205–208
KUSU, discontinued, 205

LDS Business College credits, 79
Leaves of absence Commissioner or presidents, 38
Lectureships, Utah, 51–52
Liability Insurance, 156–160
Line items, budgeting, 128
Loans, student, 160–163

Master Plan, 39ff, 59ff, 169–171; academic, 176; computer, 194–197; and *passim*
Master planning, vocational education, 105
Memberships and dues, 135
Memberships, in State institutions, 46–47 (concept of)
Meetings, committee, 18, 19–20; notice and special, 20; to be open and public, 22
Microwave, contract, 207–208; lease, 208
Military personnel, 55
Minority Awareness program, 64
Minors, 54–55
Mountain Microwave Contract, 207–208

Name, Regents' change, 23
New programs, budgeting for, 127
News releases, Commissioner and, 28–29
Non-residents (See residence rules, 52,ff)
Nursing, cooperative, 92–94, and health sciences, 89ff, and technical training, 106

Office of the Commissioner, staff, 28; Affirmative Action Program, 209–213
Over collections, 134–135

Pecuniary interest, 22
Per diem payments, 23
Personnel, Commissioner's Office, procedures for, 211ff
Planning, statutory provisions, 169–170; Steering Committee, 170; Section 1203 procedures, 170; 1975 master planning, 171
Planning and Budget Guide, capital facilities, 179–181
Presidents, appointment and authority, 31–38; responsible to Board, 31; communications through Commissioner, 32; delegation of statutory options, 32–33; responsibility to System, 33; periodic consultation with Board available, 34; Council of, 34–37; retirement provision, 37–38; leaves of absence, 38; capital facilities, 177ff; residences, 186
Prior Acts coverage, 158–159
Programs, discontinuance, 65–67; business administration, 69ff; continuing education, 80–84; engineering, 85–88; engineering technology, 88; health sciences, 89–94; teacher education, 95–100; vocational-technical, 101–106
Program regulations (See academic affairs)
Pronouncements, official, 18
Proxy voting prohibited, 18
Public statements, 18
Purpose of System, 13

Quorum, 18 (Board and committees)
Quotas, faculty tenure, 68; teacher education, 95, 99–100

Regents, Board of, creation, 14; membership and quorum, 14–16; powers, 16; officers and committees, 17–19; committees and quorum, 18ff; procedure, 21–22; offices, 22; an educational institution, 23; per diem payments, 23–24; Council of Presidents' view of

functions, 35–36; delegation to institutional councils, 45; NSF Grant to, 52; control of degrees, 61
Registrars' offices, official information centers for system, 64–65
Rehabilitation fee waivers, 128–129
Reimbursed overhead, 140–150
Reports, Institutional for Board, 21
Reporting of funds, 129
Research, resolution October, 1972, 138–139
Research and grants, 137–139; reimbursed overhead, 140–150
Residence, rules governing, 52–56
Retention, reimbursed overhead, 150
Retirement: of presidents and Commissioner, 37–38; budgeting of, 192–193
Roles, institutional, 39–42
Rules, Robert's, 22

Safety deposit box, 113
Salaries, 129
Secretary, Board of Regents, 17
Securities, 151–155
Sevier Tech., 102–103
Skills Centers, 106–107
Signatures, diploma, 44
Snow College, role, 41
Southern Utah State College, role, 40–41
Speakers, campus policy, 48–49
Springdale Lions Club, gift of 112 acres to Dixie College, 187
State Auditor, 119
State Board of Education, interpretation of constitutional position, 24–25
State Board of Vocational Education, 14, 32; policy with Regents, 101–102
State Building Board, 177, 184ff, 187
State Student Incentive Grants, 162–164
State System of Higher Education, governance, part one, *passim*, 13–42; institutional councils and guidelines, 43–56
Stevens Henager, credits, 79
Students, relation with institutional councils, 44, 47–48; loans, 160–163; tuition and fees, 164
Student Institutional Council Liaison Committee, 47
Subsidy, of auxiliaries, 122
Supervising examiner, 117–118
Surplus, controls, on, 134–135

Teacher Education, 95–100; quotas, 95, 99, 100
Technical Colleges, selection of presidents, 101; role and governance, 103–104
Tenure, 68

TIAA-CREF, 131–132
Training grants (See research grants and contracts)
Treasurer, Board of Regents, 17
Tuition Policy, 164–166

University Club Building, lease, 159–160
Uintah Basin Center, 84
UTCP, restoration of Orem home, 187
Undergraduate instruction, study, 24
University of Utah, personnel policies open to Commissioner's staff, 28; defined role, 39–40; Research Park, 51; engineering research roles, 85–88; academic programs, 89–106 *passim*; internal audit, 116–117; increase of working capital, 148–149
UTCP, role, 41–42; remodeling of Orem home, 187
UTCSL, role, 42; Skills Center, 106
Utah State University, role, 40; engineering research, 85–88, program 89–106 *passim*

Veterinary Medicine, Kansas contract, 216
Vice Chairman, Board of Regents, 17
Vocational training, joint policy, 101–103; definition of new programs, 105; funds, 105–106; Skills Center, 106–107

Weber State College, role, 40; science education project, 52; Skills Center North, 106–107
Work Programs 160
Wrongful Acts Insurance, 156ff

Zion Park Amphitheater, 187-190